

School Name: Acklam Grange School
Post Title: SEND Manager
Salary: Grade H Points 16-20 £30,518 - £32,597 (actual salary £26,368 - £28,164)
Responsible to: Headteacher
Assistant Headteacher
ASD Hub Lead

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To oversee the daily operation of the Learning Support department, leading and deploying the HLTA/TA team, coordinating timetables and exam support, and ensuring high-quality provision for students with SEND. The role supports the SENDCo with statutory processes such as EHCP needs assessments, annual reviews, and multi-agency liaison, while maintaining strong communication with parents and external professionals. It also plays a key part in Year 6 transition, pastoral collaboration, and the organisation of SEND-related activities and visits.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- Lead and coordinate the operational and administrative functions of the Learning Support department, ensuring high-quality provision for students with SEND.
- Line management of the HLTA/TA team, ensuring effective deployment, performance, and professional development
- Support the SENDCo in meeting statutory responsibilities, including EHCP processes, annual reviews, and SEND documentation.
- Contribute to the inclusive ethos of Acklam Grange School by ensuring that students with SEND receive timely, appropriate, and impactful support.

LINE MANAGEMENT & TEAM LEADERSHIP:

- Line management of the HLTA/TA team, including supervision, appraisal, and day-to-day support.
- Lead regular team meetings, ensuring consistent communication and follow-up actions.
- Oversee daily operations within ARC services, including timetabling, cover, and exam support arrangements.
- Monitor staff performance and support professional development in line with school priorities.
- Promote AGS values and model high expectations for conduct, professionalism, and inclusion.
- Produce and maintain HLTA/TA timetables for in-class support, interventions, supervision, and before/after-school support.
- Adjust staff allocations in response to changing pupil needs, absence, or emerging priorities.
- Coordinate exam access arrangements, including staffing, rooming, and student support.
- Ensure accurate record-keeping of provision, interventions, and support hours.

EHCP NEEDS ASSESSMENTS & STATUTORY PROCESSES

- Support the SENDCo in preparing documentation for EHCP needs assessments in line with Local Authority requirements.
- Liaise with external agencies to gather reports and evidence within statutory timescales.
- Maintain regular communication with parents/carers regarding progress of applications.
- Complete EHCP annual review paperwork and ensure timely submission to the Local Authority.
- Support referrals to external services and maintain accurate records of outcomes.

- Organise EHCP meetings, liaising with parents, SENDCo, pastoral teams, external professionals, and teaching staff.
- Gather teacher advice and collate information into Educational Advice documents.
- Support students in completing their views forms.
- Take and produce accurate minutes of meetings.
- Distribute completed paperwork to the Local Authority, parents, and internal systems.
- Organise and minute SEND review meetings for students on the SEND register as required.

STUDENT SUPPORT

- Support the transition process for Year 6 students with SEND, including attending primary school visits and observing students.
- Respond to consultation requests from primary schools and the Local Authority.
- Meet with parents/carers to gather information and plan support for new students.
- Work closely with the Transition team to plan provision for key students and attend relevant meetings.
- Contribute to the creation of transition support packages for vulnerable learners.
- Support the SENDCo in reviewing and updating SEND Support Plans and provision maps.
- Track the impact of interventions and contribute to evaluation of SEND provision.
- Depending on experience, deliver literacy or other targeted interventions.
- Support students with SEND in developing independence, resilience, and confidence.

COLLABORATION

- Work alongside the HLTA/TA team, and safeguarding staff to support students with SEND.
- Attend multi-agency meetings and contribute to support planning.
- Liaise with external professionals including Educational Psychologists, Speech & Language Therapists, CYPS, FIT team, and Early Help.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.