

Job Purpose:

To provide operational leadership and oversight for the day-to-day delivery of inclusive support for students with special educational needs. The postholder will manage key aspects of the SEN provision, ensuring high standards of organisation, communication, and support across the school, contributing to improved outcomes for students.

Key Responsibilities:**1. Management and Monitoring of First Concerns**

- Act as the initial point of contact for all 'First Concern' referrals submitted by teaching and pastoral staff.
- Track, monitor, and follow up on actions taken in response to concerns raised.
- Liaise with staff to gather evidence and determine appropriate next steps in line with the graduated approach.

2. SENCo Inbox Management

- Oversee the day-to-day management of the SENCo email inbox.
- Prioritise, filter, and action emails promptly, ensuring efficient communication and response.
- Escalate urgent or complex queries to the SENCo or relevant senior staff.

3. Line Management of Learning Support Assistants (LSAs)

- Provide effective day-to-day line management to the team of LSAs, including timetabling and daily deployment.
- Support the professional development of LSAs through coaching, guidance, and regular check-ins.
- Monitor and evaluate the impact of LSA support on student progress.

4. Community Paediatrics Referrals

- Coordinate and complete referrals to Community Paediatrics, ensuring accuracy and timeliness.
- Liaise with families, external agencies, and school staff to gather supporting information.
- Maintain detailed and confidential records of all referrals and correspondence.

5. Inclusion Spaces – Connect and Lighthouse

- Support and challenge day-to-day operation of the school's inclusion spaces (Connect and Lighthouse) in conjunction with relevant postholders.
- Ensure these environments are safe, supportive, and appropriately staffed.
- Monitor student use and progress within these provisions and report on patterns of need.
- Support the staff in the lighthouse and Connect with their role in face-to-face support with students

6. Statutory SEN Reviews and K Code Monitoring

- Support the preparation and reviewing of EHCP (Education, Health and Care Plan) annual reviews.
- Review and maintain accurate K code documentation in line with statutory guidance.
- Collaborate with parents, staff, and external agencies to ensure meaningful and person-centred reviews in line with the 'plan, do, review' cycles and communicate outcomes with staff and stakeholders.

7. Student Passport Updates

- Regularly review and update Student Passports (or One Page Profiles) to reflect current needs, strategies, and student voice.
- Ensure passports are accessible to all staff and embedded in classroom practice.

General Duties:

- Uphold and model the school's values and commitment to inclusion and safeguarding.
- Attend relevant training and development opportunities as required.
- Support whole school events and initiatives related to SEND and inclusion.
- Undertake any other duties commensurate with the grade and responsibilities of the role as directed by the SENCo or Senior Leadership Team

Person Specification: Essential:

- Strong administrative and organisational skills.
- Experience of working within a school SEN/inclusion setting.
- Ability to manage and prioritise multiple tasks effectively.
- High level of written and verbal communication.
- Experience in liaising with professionals, parents, and external agencies.
- Proven ability to manage a team and lead operational processes.

Desirable:

- Understanding of SEND Code of Practice.
- Experience of completing statutory documentation (e.g. EHCP reviews, referrals).
- Knowledge of school information management systems and inclusion spaces.