

Job Title: SEN Operational Lead**Location: Malbank School and Sixth Form College, Welsh Row, Nantwich****Contract Type: 37 hours per week, term time only including inset days****Actual salary: £29,474 - £32,598**

We are seeking a proactive highly organised and compassionate individual to take on the role of **SEN Operational Lead**. This is an exciting new position at the heart of our inclusion provision, supporting the SENCo in delivering high-quality, coordinated support for students with additional needs.

About the Role

As the SEN Operational Lead, you will play a key role in the day-to-day leadership of SEND provision across the school. From managing our Learning Support Assistants (LSAs) to coordinating referrals and supporting our inclusion spaces, you'll ensure that students receive timely and effective support.

Key Responsibilities

- Be the first point of contact for 'First Concern' referrals and track follow-up actions.
- Manage the SENCo email inbox, triaging and responding to queries promptly.
- Lead and line manage our team of LSAs, including deployment and performance management.
- Coordinate referrals to community paediatrics, maintaining accurate and confidential records.
- Monitor and support the day-to-day running of inclusion spaces (Connect and Lighthouse).
- Assist in statutory EHCP annual reviews and maintain accurate SEN documentation.
- Update and maintain Student Passports to ensure strategies reflect current student needs.

What We're Looking For**Essential:**

- Excellent administrative and organisational skills.
- Experience in a school-based SEN/inclusion setting.
- Ability to manage multiple priorities and a team effectively.
- Strong communication skills (written and verbal).
- Experience of working with parents, staff, and external agencies.

Desirable:

- Knowledge of the SEND Code of Practice.
- Experience with statutory SEN documentation and referrals.
- Familiarity with school information systems and inclusion provisions.

How to Apply

For further information and to access our application form please visit our website

[Malbank School & Sixth Form College - Vacancies](#)

Closing date: 18th August 2025

Malbank School and Sixth Form College is committed to safeguarding and promoting the welfare of children. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.