

**MOULTON SCHOOL**



**AND SCIENCE COLLEGE**

**SEN Department Manager KS4 & KS5**

Grade H Point 13-20 (£26,873 - £30,296 FTE)

37 hours per week 40 weeks per year

Actual salary £23,691 - £26,709

We are seeking to appoint, as soon as possible, a SEN Department Manager (KS4/5) to join our well-established support staff team.

This is a newly introduced role that supports the SEN Department in a busy and vibrant school. The school has 1200 main school students (Years 7 – 11) and approximately 165 teaching and support employees.

The successful candidate will organise and support the SEN provision for students at Key Stage 4 and 5 (under the direction of the SENDCo).

They will also take responsibility for the day-to-day management and upkeep of the SEN Inclusion room.

We are looking for someone who:

* Likes a varied workload
* Enjoys being part of a team
* Is able to communicate effectively with children
* Is able to work under pressure at busy times
* Can be flexible
* Highly organised
* Show discretion and empathy but at the same time be assertive
* Have a good eye for detail
* Enjoy people interaction
* IT competent
* Have good verbal and written communication skills

***What You'll Be Doing:***

The successful candidate will organise and support the SEN provision for students at Key Stage 4 and 5 (under the direction of the SENDCo).

They will also take responsibility for the day-to-day management and upkeep of the SEN Inclusion room.

***Duties and responsibilities***

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| **Responsibilities** |
| Management, supervision, and academic support for the students that use the rooms and resources in the SEN department. |
| Management, review, and quality assurance of Individual Healthcare Plans. |
| Management of external professional appointments such as physiotherapists, social workers, Educational Psychologists etc. |
| Lead and attend parent and agency meetings when required |
| Play a key role in preparing students for post 16 education and adulthood |
| Be a key worker for students with more complex SEN needs, including support for the family |
| Provide communication to parents and carers of the pupils with SEN under the direction of the SENCO. |
| Support the SENDCo and Pastoral team in the maintenance and review of SEN student support plans. |
| Oversight of good record keeping for SEND students |
| Organisation of curriculum resources and lesson tasks for the students that use the SEN department and SEN students in internal exclusion. |
| Provide feedback to students and teachers regarding work completed in the SEN department. |
| Utilise positive professional relationships with the pastoral team to provide accurate and timely feedback regarding student’s welfare and progress. |
| Keep accurate and up to date records of student’s use of the SEN department. |
| Organisation and maintenance of department resources. |
| Management of department equipment and maintenance of laptop usage records |
| Create and maintain department displays and message boards. |
| Organising and distributing cover for absent SEN staff.  |
| Support for transition of pupils to and from other settings. |
| Record and report staff absence to the Business Manager. |
| Support the SENDCo with appraisals and staff observations. |
| General upkeep of department classrooms and meeting rooms. |

The job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the School. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

All members of the school community, and especially those taking a leadership role, are expected to support, both explicitly and implicitly, the school’s ASPIRE ethos. The setting and achieving of the highest aspirations, striving for great things, is fundamental to all that we seek to be.