



## QUEEN'S PARK HIGH SCHOOL

**SEND Manager - Permanent**

**Term time only (plus staff inset days)**

**37 hours per week**

**Grade 7 £24,491 - £27,741 ( pro-rata £21,038.52 - £23,830.37)**

**Required from the 4th January 2022 or as soon as possible thereafter.**

We are delighted to be appointing a SEND Manager.

The postholder will provide vital management support to the SEND Department as well as working operationally as a HLTA within the wider school and to provide outreach support to students, currently unable to attend school.

We are seeking to appoint a caring, reliable and highly organised person with an interest in inclusive education to support students with special needs to achieve their best at Queen's Park High School.

Queen's Park High School is a smaller than average 11-18 comprehensive school beautifully situated, close to the heart of the historic city of Chester. In April 2017, the school converted to become an academy within The Learning Trust, working in close partnership with Christleton High School and Chester International School. Our school vision is '*Inspiring Individuals, Empowering Minds, Defining Futures*' and we strive constantly to improve the quality of our students' classroom experiences in the pursuit of outstanding learning. There is a strong ethos of teamwork, sharing of good practice and a commitment to providing the best opportunities to ensure the success of our students at all levels across the school.

For an application form and full information about the position please visit our website [link](#)

**Closing date for return of application forms is at 9am on Monday 13<sup>th</sup> December.**

Interviews will be held on Wednesday 15<sup>th</sup> December.

If you would like to find out any further information about the post or the school, please contact Andrea Nancollas [a.nancollas@qphs.co.uk](mailto:a.nancollas@qphs.co.uk) in the first instance.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Applicants for all posts will be subject to vetting checks.*

*The successful candidate will be subject to stringent checks and induction processes including 'prohibition from teaching' and 'CRPS' checks.*

*The ability to converse at ease with others in accurate spoken English is essential for the post.*

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T: 01244 257088 | E: [enquiries@qphs.co.uk](mailto:enquiries@qphs.co.uk) | W: [www.qphs.co.uk](http://www.qphs.co.uk) | [@qphschester](https://twitter.com/qphschester)

Headteacher: Mr Tom Kearns





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<b>JOB DESCRIPTION – SEND Manager (With Outreach Support)</b>	
<b>CORE PURPOSE</b>	<p><b>To line manage identified areas of responsibility for the Team of Teaching Assistants.</b></p> <p><b>To provide in class teaching assistant support for identified SEND students.</b></p> <p><b>To assess for, plan for and deliver specific evidenced based intervention packages (1-1/Small Group) to identified SEND students.</b></p> <p><b>Working with SENDCO to manage all aspects of SEND register, including pupil profiles.</b></p> <p><b>Working with parents/carers, relevant school staff and professional agencies to complete assessments and associated administration surrounding the referral for and statutory reviews of Education Health Care Plans</b></p> <p><b>Working with parents/carers and relevant school staff to complete SEND referrals into Behaviour Pathway and or relevant agencies as directed by the SENDCO.</b></p> <p><b>To manage outreach support at home to identified SEND students currently unable to attend mainstream lessons in school</b></p>
<b>MAIN RESPONSIBILITIES</b>	<p><b>To line manage identified areas of responsibility for Team of Teaching Assistants, including</b></p> <ul style="list-style-type: none"> <li>▪ Management and Deployment of other Teaching Assistants</li> <li>▪ Liaison between Teaching Staff and Teaching Assistants</li> <li>▪ Holding regular team meetings with Teaching Assistants</li> <li>▪ Undertaking recruitment/induction/appraisal/training/mentoring for other Teaching Assistants</li> </ul> <p><b>To provide in class teaching assistant support for identified SEND students:</b></p> <ul style="list-style-type: none"> <li>▪ Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.</li> </ul> <p><b>To assess for, plan for and deliver specific evidenced based intervention packages (1-1/Small Group) to identified SEND students.</b></p> <ul style="list-style-type: none"> <li>▪ To assess, plan and deliver specific evidence based intervention packages to identified SEND students</li> <li>▪ To measure progress at agreed assessment points.</li> <li>▪ To prepare progress data to share with SENDCO/SLT/CTL/KSL</li> <li>▪ To prepare progress data to share with students/parents/carers at agreed assessment points.</li> <li>▪ To review programme/intervention effectiveness and propose ideas to</li> </ul>

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ensure continuous improvement.

- To liaise as necessary with parents/carers.
- To liaise with relevant outside agency professionals.
- To attend regular CPD sessions to ensure up to date knowledge.
- To work with School SENDCO to share in preparation and delivery of School CPD Sessions.

### **Working with SENDCO to manage all aspects of SEND register, including pupil profiles.**

- To prepare and regularly update SEND register to ensure accurate provision of information to staff and parents/carers.

### **Working with parents/carers, relevant school staff and professional agencies to complete assessments and associated administration surrounding the referral for and statutory reviews of Education Health Care Plans**

- To complete (Education Health Care Plan) referrals into LA SEND Team and to carry out all aspects of the annual review process for students with allocated SEND funding.
- To complete Annual Review Paperwork for Students with Education Health Care Plans/TopUp Funding and to carry out all aspects of Review Meetings.
- To liaise with Local Authority SEND advisor.

### **Working with parents/carers and relevant school staff to complete SEND referrals into Behaviour Pathway and or relevant agencies as directed by the SENDCO.**

- To liaise with parents/carers regarding possible necessary referrals into Behaviour pathway or relevant agencies.
- To complete all aspects of referral paperwork
- To follow up on referrals as necessary
- To liaise with agencies post any positive diagnosis
- To consider appropriate intervention package, deliver and review.

### **To provide outreach support at home to identified SEND students currently unable to attend mainstream lessons in school.**

- To drive to and visit homes of students currently unable to attend school.
- To support parents to encourage students to get ready to come to school
- To support and motivate students to be able to come into school.
- To transport student to school (walking in with, bus, car).
- To deliver and collect work as provided by attached subject teachers.
- To oversee (online) learning in student home (as provided by subject teachers or online learning provider).
- To liaise with subject teachers regarding expected work outcomes.
- To liaise with relevant professional outside agencies regarding Emotional Based School Non Attendance
- To attend relevant CPD training regarding EBSNA

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	<p><b>Other relevant responsibilities:</b></p> <ul style="list-style-type: none"><li>▪ Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the students' well-being.</li><li>▪ Record student information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.</li><li>▪ To work within the mandates given, adhere to school (and TLT) policy, maintain confidentiality at all times, and demonstrate a clear understanding of the Data Protection Act and the implications that it has for managing school data.</li><li>▪ Attend to the personal, social and physical needs of students so that their well-being is maintained.</li><li>▪ Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.</li><li>▪ Display and present the students' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.</li><li>▪ Attend staff and other meetings and participate in staff training development work and staff reviews as required.</li></ul>
	<p>The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.</p>

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## SEND MANAGER (Outreach)

### Person Specification

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5 GCSE's at C/4 or above (or equivalent) including Maths and English	X	
HLTA Level 4 certificate		X
Other further study qualifications e.g. A Level, Degree		X
Other Specialist SEND qualifications		X
EXPERIENCE		
Proven record of working successfully with high needs students	X	
Experience of managing a small team of staff		X
Experience of planning and delivering SEND intervention programmes		X
Experience of managing SEND register and pupil profiling		X
Experience of preparing SEND documentation including EHCP, Annual Review and Behaviour Pathway		X
Experience of outreach work with students, at home or in the community		X
Ability to use performance data to inform development activities	X	
Experience of working as part of a multi-disciplinary team	X	
Experience of working in/with an educational establishment	X	
Experience of effective liaison with parents/carers with discretion and tact	X	
Experience of effective liaison with outside agency professionals	X	
KNOWLEDGE AND SKILLS		
Knowledge and Practice of Emotional Based School Non-Attendance Strategy		X
Able to identify barriers to learning and offer and develop strategies to deal with the individual student needs and an understanding of child development and learning principles		X
Excellent communication skills and an ability to form productive working relationships with colleagues, other professionals and students/parents/carers.	X	
ICT literate with the ability to word process and accurately record data	X	
Independent thinking, initiative, forward planning and able to prioritise work and manage own caseload to meet deadlines and the ability to work constructively as part of a team	X	
Ability to identify clear teaching objectives, set tasks which challenge students and set clear targets for students learning.	X	
	ESSENTIAL	DESIRABLE

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Ability and a commitment to work flexibly and to respond to unplanned situations, remain calm and contribute to resolution of problems	X	
Ability to plan and deliver quality experiences to engage students and develop their learning and social skills		X
<b>PERSONAL QUALITIES</b>		
Commitment to inclusion and equal opportunities	X	
Ability to instil confidence in young and vulnerable children	X	
Work with commitment and good humour and resilience; firm, fair and approachable	X	
Ability to deal confidentially, impartially and appropriately with situations	X	
Able to empathise with young people and assist them in a supportive withdrawal environment.	X	
Patience, tolerance and sensitivity.	X	
Good interpersonal skills and the ability to establish rapport with adults and students	X	
Efficient and meticulous in organisation	X	
A desire to develop skills and knowledge through CPD	X	
Evidence of exemplary attendance and punctuality	X	
Ability to work additional hours as required	X	
Commitment to the highest standards of child protection	X	
Recognition of the importance of personal responsibility for Health and Safety	X	
Commitment to the school's ethos, aims and its whole community	X	

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