



Job Title: SEND Liaison Manager

Contract: 32.5 hours / week, term time only.
8-3pm Monday to Friday
Band D + SEND allowance (Pro-rata for hours and Term Time ONLY)

General Duties

To take on the responsibility of impacting on the educational and pastoral progress of learners with Special Educational Needs and Disabilities. To work in partnership with staff, outside agencies and parents/carers to meet the needs of pupils with Special Educational Needs and Disabilities. To share in the corporate responsibility for the well-being and discipline of all pupils.

Specific Duties

- ✓ To liaise with the Academy's Attendance Manager parents/carers regarding the absence of pupils with Special Educational Needs and implement appropriate strategies and provision. To create a record of attendance with focus groups for SEND students.
- ✓ To attend referral meetings with the DSL.
- ✓ To attend re-integration meetings for pupils with SEND and implement appropriate strategies and provision.
- ✓ To organise meetings with parents/carers.
- ✓ To organise meetings with outside agencies.
- ✓ To organise the termly Parents in Partnership meetings ensuring all parents of students on the SEN register have been invited.
- ✓ To collate assessment data and record the progress learners make on specific interventions.
- ✓ To liaise with outside agencies, parents/carers and pupils to support preparation of Annual Review paperwork for pupils with an Education Health Care Plan (EHCP).
- ✓ To assist with Access Arrangement testing.
- ✓ To mark test for new starters.
- ✓ To make home visits for SEN students refusing to attend with the Family Liaison Officer.
- ✓ To supervise break and lunchtime support as and when required.
- ✓ To record minutes during meetings.
- ✓ To arrange meetings for the SENCo and Deputy SENCo.
- ✓ To supervise students in Access Arrangement rooms during external exam seasons.
- ✓ To update learning plans when required.
- ✓ To organise enrichment trips for pupils with Special Educational Needs and Disabilities.
- ✓ Attendance to Parents and Open Evenings.

Other Duties

Any other duty that is commensurate with this responsibility.

To whom responsible: SENDCo, Assistant SENDCo

Staff for whom responsible: Learning Support Practitioners



This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Performance Management cycle.

Other

- The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for KCSIE 2025 or any update, Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the Academy's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- The post holder must attend any necessary training.
- Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder's salary grade, abilities, and aptitudes.

Signed _____ Date _____
(SEND Liaison Manager)

Signed _____ Date _____
(Headteacher)