

Assistant Manager of Special Educational Needs

JOB DESCRIPTION

JOB TITLE	Assistant Manager of Special Educational Needs
LOCATION	Energy Coast UTC, Blackwood Road, Lillyhall
SALARY	£27,000
HOURS OF WORK	Term-time only + 2 INSET Days. Monday – Thursday: 08:00-16:30 Friday: 08:00-14:30
RESPONSIBLE TO	SENDCo

OVERALL PURPOSE OF JOB

Energy Coast University Technical College is seeking a highly motivated and dedicated individual to join our vibrant learning community as an Assistant Manager of Special Educational Needs (SEN). This is a fantastic opportunity for an enthusiastic professional committed to supporting students with a wide range of needs, helping them achieve their fullest potential in a dynamic and innovative educational environment.

DUTIES AND RESPONSIBILITIES

As Assistant Manager of SEN, you will work closely with the wider support team to:

- Support the SENCo in the day-to-day management of the SEN provision across the school and sixth form
- Assist in the identification, assessment, and review of students with SEN, including EHCPs
- Coordinate and deliver targeted interventions for students with a range of needs, both in and out of the classroom
- Work closely with parents, pastoral team, teaching staff, support staff, and external agencies to ensure effective support and inclusion
- Assist in the Access Arrangement process, including liaison with Teaching Staff to gather evidence and monitoring implementation
- Contribute to the development and implementation of Pupil Passports and support strategies
- Monitor and track student progress, maintaining accurate records and reporting to the SENCo and senior leadership
- Support with the organisation of annual reviews, meetings, and parent communications
- Support with key stage 4 and post 16 transition plan
- Promote a positive, inclusive, and nurturing environment for all students
- Assist with staff training and development in SEN best practice

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Other Specific Duties

- To continue personal professional development as required
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- Attend staff and other meetings and participate in staff training and development events as required
- To actively engage in the performance review process
- Perform any other appropriate duties as and when required
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety
- Lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues
- Understand the Safeguarding requirements of the UTC and ensure compliance with the policy
- The person undertaking this role is expected to work within the policies, ethos and aims of the UTC, to carry out such other duties as may reasonably be assigned by the Head of School, and to play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same

Person Specification

- Relevant experience working with young people with special educational needs, ideally within a secondary or further education setting
- Strong organisational skills, with the ability to prioritise and manage a varied workload
- Excellent communication and interpersonal abilities
- Commitment to safeguarding, inclusion, and promoting the welfare of all students
- A recognised qualification in SEN or HLTA qualified and experienced