



# **Candidate Brochure Assistant SEND Manager**



**THE DEAN TRUST**  
Believe Achieve Succeed

# Assistant SEND Manager

## Job Summary

### SALARY:

Band 8 – NJC 30 – 32

£40,777 - £42,839 FTE. Actual

Salary £35,863.55 - £37,677.09

### START DATE:

1<sup>st</sup> September 2026, or as soon  
as possible

### WORKING PATTERN:

Monday – Friday 8am – 4pm

Term-time including INSET Days

### CONTRACT:

Permanent

### LOCATION:

Ashton on Mersey School

### RESPONSIBLE FOR:

The management of the SEND  
department; including pupils with  
SEND needs CLA

### ACCOUNTABLE TO:

SEND Manager and Assistant  
Headteacher and SENDCo

This is a senior support role within the secondary school and plays a strategic role in contributing to whole-school planning, improvement, and development. The post holder will work as part of the wider leadership of inclusion, supporting the school's vision and strategic priorities to ensure high-quality provision and positive outcomes for all students, particularly those with SEND and those who are Looked After (CLA).

The post holder will provide leadership and line management for a team of Higher-Level Teaching Assistants (HLTAs) and Teaching Assistants (TAs), ensuring that support staff are effectively deployed across departments and key stages to meet the diverse needs of students. This includes overseeing day-to-day practice, contributing to performance management, supporting professional development, and promoting consistently high standards of support and intervention.

Working closely with, and reporting directly to, the SENDCo, the post holder will play a key role in the implementation, monitoring, and evaluation of SEND and CLA provision across the school. The role requires effective collaboration with curriculum leaders, pastoral teams, external agencies, and parents/carers to support inclusive practice and improve student progress, engagement, and wellbeing

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



# Main Purpose of the Role

This is a support post within the school and as such the post holder will be expected to make significant contributions to whole school planning and development. The post holder will help lead a team of HLTAs/TAs and report directly to the SENDCo.

## Key Responsibilities

- The effective implementation of School and Education Health Care Plans/Statements
- Support the school's provision for Special Educational Needs and Disabilities
- Supporting the inclusion of all pupils across the school

### Recording and assessment

- Set appropriately challenging targets for raising achievement among pupils with SEND and CLA
- Undertake appropriate tracking and analysis to maximise SEND and CLA pupils' attendance and behaviour
- Identify, assess and review SEND and collect and interpret SEND assessment data
- Enable early identification and intervention through assessment and observation within our primary school partners
- Ensure the interventions identified within each year group meet the needs of all pupils with SEND and CLA
- In collaboration with class teachers, keep parents informed (through structured conversations) about their child's progress at key and regular intervals throughout the year

### Training and development

- Deliver and share training and development opportunities within school
- Ensure teachers know the strengths and targets for all SEND pupils and that they use the strategies within statements/EHC Plans and the recommendations within specialists' reports, in their planning for pupils with SEND
- Take an active role in organising assemblies & special curriculum events
- Assist class teachers and TAs in their communications with parents

## **Leadership and management**

- Strategically support the large team of staff working in SEND
- Provide training opportunities teaching assistants including HLTAs, teachers and other adults working with our pupils, to learn about particular aspects of SEND and effective teaching strategies
- Support inset to assist teachers in providing early intervention for pupils with SEND and CLA through first quality practice
- Help teachers with pupils with SEND and EHCPs to meet individual needs and ensure statutory paperwork and other preparation for meetings e.g. Multi Professional Planning Meetings are completed in good time and, where necessary send reviews to the appropriate agencies
- Monitor the children with SEND to check that they are making expected progress or better throughout the school
- Attend PEP meetings for CLA and report back pupil progress and ensure financial requisites meet the pupils needs,
- Attend pupil progress meetings to provide challenge and support to improve their progress
- Monitor the effectiveness of interventions delivered by teaching assistants/HLTAs and the impact they have on pupils when working with them in classes
- Write and review action plans for improving provision and achievement of SEND.
- Develop productive partnerships with outside agencies and identify needs across the school for commissioning support

## **Standards and quality assurance**

- Support and promote the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, children and members of the wider community
- Provide a key reference point in providing information and support for families of children with SEND or CLA
- Support and promote all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection and supporting pupils with medical needs in particular
- Liaise with the SENDCo promptly following meetings regarding pupils and parents of the school and keep up to date records of any actions/outcomes from the meetings
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities
- To promote the general progress and wellbeing of individual pupils throughout the school
- To provide advice and guidance to pupils and parents on educational, emotional and social matters in line with school policies
- Attend and participate fully in school events e.g. open evenings, parental workshops and pupil performances
- Attend Key Stage, year group and staff meetings as identified on the school's INSET calendar
- Develop strong links with the community

### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

# Personal Specification

	Essential	Desirable
<b>Qualifications</b>		
Honours Degree or equivalent	✓	
Excellent numeracy/literacy skills – equivalent to NVQ level 2 in English and Maths	✓	
Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	✓	
Training in relevant learning strategies, e.g. literacy, EAL	✓	
Good Honours degree (2:1) or equivalent level of qualification		✓
Specialist qualification related to SEND or the National Award for Special Educational Needs Coordination		✓
Further qualification in SEND or willingness to undertake SENCo training		✓
Specialist skills/training in curriculum or learning area, e.g. bi-lingual, sign language, ICT		✓
<b>Experience</b>		
Successful work undertaken with SEND pupils	✓	
Experience of working with children of relevant age in a learning environment	✓	
Experience of working in a busy department and the ability to respond positively to high work demands and in pressure situations	✓	
Experience of handling confidential information and materials sensitively and appropriately	✓	
Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available	✓	

Experience of successfully leading whole school initiatives		✓
Experience of managing and leading staff		✓
<b>Knowledge</b>		
To be able to role model the highest expectations	✓	
To be adaptable to changing circumstances and new ideas	✓	
Must have enthusiasm, energy, self-confidence and perseverance	✓	
Ability to motivate others, think creatively and imaginatively	✓	
A secure commitment to the continuing development of SEND within the school	✓	
To be able to prioritise, plan and organise the work of the SEND department	✓	
To deal sensitively with people, recognising individual needs and taking account of these in ensuring a consistent team approach to raising achievement in SEND	✓	
To acknowledge and utilise the experience, expertise and contribution of others	✓	
To set standards and provide a role model for pupils and other staff in the teaching and learning of SEND	✓	
To analyse, understand and interpret relevant information and data such as benchmark information	✓	
To think creatively and imaginatively and be able to identify and implement opportunities to move the department forwards	✓	
To be an excellent practitioner in ICT related to administration and pupil learning		✓
<b>Skills and abilities</b>		
To communicate effectively, orally and in writing staff, pupils, parents, external agencies and the wider community including business and industry partners	✓	

To use every opportunity to promote SEND to pupils, parents and the wider community	✓	
To be able to work effectively under pressure and meet challenging work-related deadlines	✓	
To have a sense of humour and a desire to contribute to wider aspects of school life	✓	
Can use ICT to effectively to support learning	✓	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies	✓	
Good understanding of child development and learning processes	✓	
Understanding of statutory framework relating to teaching	✓	
Ability to organise, lead and motivate a team	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Communicate effectively with employers and links with outside agencies		✓

# How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

[careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk)

Application Closing Date: 08:00am Monday 1<sup>st</sup> June 2026

Interview Date: Week commencing 8<sup>th</sup> June 2026

Any queries, please contact a member of the HR Team on 0161 973 1179 or via email at [maxinemills@aom.trafford.sch.uk](mailto:maxinemills@aom.trafford.sch.uk)

