

# LINDEN LODGE SCHOOL

## Job Description



### STATUS

**Job Title: SEN Casework Manager**

**Accountable to: Co-Headteacher - Education**

**Grade: PO1, Point 29 - 31**

**Hours: 36 Hours per week (42 weeks per year)**

### CONTEXT

The SEN Casework Manager will be responsible for the managing the review and EHCP process.

The postholder will also fulfil the role School Data Officer and be responsible for line managing the SEN Caseworker.

The SEN Casework Manager will also be responsible for the accurate entry and maintenance of pupil data on the school's information management system, collaborating with the MAT Data Protection Lead to ensure that records are processed, stored, retained and shared securely in accordance with UK GDPR. The postholder will also be the primary gatekeeper and liaison for all Linden Lodge pupil information.

The SEN Casework Manager will also prepare and submit statutory local government and DfE data returns, including the termly School Census, ensuring compliance and accurate completion within statutory deadlines.

Working with Co-Headteachers, other members of SLT and department heads to ensure all requests for information on pupils are responded to in a timely manner and, where relevant, within statutory timeframes.

### Line management

- Induction of new post holders and management of their probation review process
- Identify and recommend appropriate CPD for team
- Carry out annual Professional Development Reviews for the department, in line with Linden Lodge procedures
- Line-manage the SEN Caseworker

### Meetings around the child

#### *EHCP*

- Oversee the EHCP Transfer Review meetings system and answer any parental/LA queries, as required.
- Creation of EHCP review schedule, liaising with the Co-Headteacher with oversight of the Annual Review process, and key members of staff as appropriate
- Act as a point of communication for local authorities, health professionals, parents, school staff, in collating information needed for the preparation and production of EHCPs and any actions that may arise from the reviews.

- Ensure that all queries and paperwork are dealt with in a timely manner and returned to the appropriate authorities within the statutory timeframes, as prescribed in the SEND Code of Practice.
- Provide meeting and minuting provisions as and when required.
- Chair EHCP annual review meetings, as and when required.
- Provide KPI analysis and periodic reports for SLT/LGB/Trustees

### **Data Management**

- Enter and maintain accurate pupil records on SIMS on an ongoing basis
- Maintain class registers applying any changes as appropriate
- Create new academic year (annually) on SIMS
- Set up Pastoral structure/assign staff to registration groups
- Import/export admission, transfer and create CTF files, as required
- Manage end of year/start of year SIMS processes (annually)
- Migrate and promote existing school cohort into new school year (annually)
- Advise and deliver ad hoc training and support in the use of SIMS
- Training staff in the use of SIMS and accurate attendance registering

### **Pupil Data Management/ DfE Sign-in 'super user'**

- Respond to requests for data/information on pupils at Linden Lodge in conjunction with and following guidance from the Co-Headteachers and MAT DPL.
- Respond to and ensure the timely submission of all official data, such as the termly Schools Census, Starters and Leavers reports and all other regular statutory data returns
- Preparation of termly School Census, Starters and Leavers and Exclusions reports/returns
- Ensure all pupils have a valid UPN (plus ULN for all over 13 years)
- Create and maintain Parental consent data for activities and information processing and use
- Maintain up to date school format Class Lists for general school use
- Act as School information management officer, communication point and 'superuser' for Department for Education (DfE) Sign-in (the government secure information exchange portal)

### **Pupil Services**

- Manage all booking for the EHCP Annual Review Meeting Room

- Collate supporting evidential documentation and reports for Requests for Additional Funding; liaising with the MAT Recoupment Manager to ensure all pupil needs and provision details are updated for invoicing purpose
- Undertake and process Free School Meals/Pupil Premium Eligibility Checks, including coordinating with the Finance team and updating meal patterns on the SIMS information management system
- Provide Transitions support, to include, but not limited to, pre- and post-meeting organisation and minute-taking as required, preparation, collation and acting as liaison/conduit for all reports and information requested by external agencies, including the transfer of all handover reports to post-LL destinations
- Manage interpreter bookings for the school, maintaining accurate records and logs, coordinating with the Finance Team in completing Purchase Order Requests and checking/approving invoices payable against bookings log.

### **Other Duties**

- Any other ad-hoc duties that may be required of you commensurate with the post and grade

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Co-Headteachers
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure the safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the Service/School

**GENERAL DETAILS**

The 3 additional weeks will be worked as follows throughout each school year:

- First week of the summer break
- Last week of the summer break
- 1 other week to be agreed between yourself and your Line Manager

**REVIEW**

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.