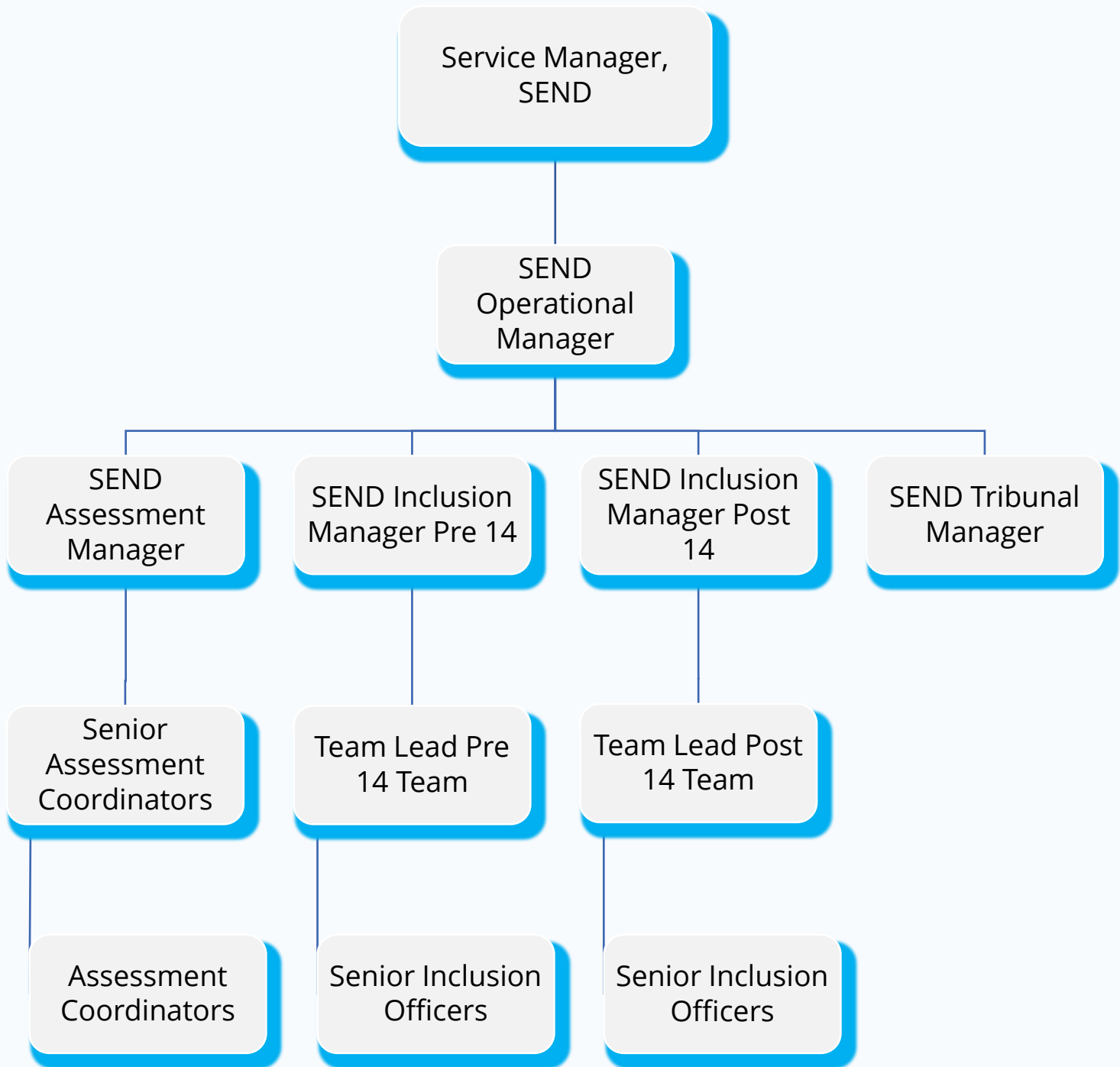


SEND Team Structure

Updated: October 2021



SEND Team Structure

Title	Responsibility
Service Manager, SEND	Sets SEND service aims and objectives for SEND in Bristol
SEND Operational Manager	Leads the day to day running of the team
SEND Assessment Manager	Manages EHC Needs Assessment Process and Assessment Team
Assessment Coordinators	Coordinates EHC needs assessments working with children, young people and their families
Senior Assessment Coordinators	Oversees Assessment Coordinators and checks quality of EHC Needs Assessments and EHC Plans
SEND Inclusion Manager Pre 14	Manages pre 14 Inclusion Team and lead contact for schools and other professionals
SEND Inclusion Manager Post 14	Manages post 14 Inclusion Team and lead contact for schools and other professionals
Team Lead Pre 14 Team	Supports and guides Annual Review processing
Team Lead Post 14 Team	Supports and guides Annual Review processing
Senior Inclusion Officers	Contact for children, young people and their families and processes Annual Reviews
SEND Tribunal Manager	Point of contact for disagreements that have gone to tribunal