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| **Post Title:** | Deputy SENDCo: Learning Support |
| **Purpose:** | * To represent the School of learning and to deputise for the SENDCO in the event of their absence
* To support the raising of standards of student attainment and achievement within the school of learning and to monitor and support student progress in designated year groups.
* To develop and enhance the teaching practice of others.
* To support the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying across the school, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
* Under the guidance of the SENDCo, to be accountable for leading, managing and developing resources within the school of learning.
* To support the effective management and deployment of teaching and support staff, financial and physical resources within the department to support the designated curriculum portfolio.
* To keep up to date information on students on SEN register and to share this with other relevant staff as appropriate.
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| **Reporting to:** | Director of Learning for SEND (SENDCO) |
| **Responsible for:** | Teaching assistants and other relevant personnel within the school of learning. |
| **Liaising with:** | SENDCO, Head/Deputies, Directors of Learning, Directors of Progress, Progress Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff and other outside agencies, parents. |
| **Working Time:** | 195 days per year. Full time |
| **Salary/Grade:** | TLR 2 (1)+ SEN Allowance 1 |
| **Disclosure level** | Enhanced |
| **Operational/ Strategic Planning** | * To lead and support the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the school of learning.
* Support the day-to-day management, control and operation of course provision with the school of learning, including effective deployment of staff and physical resources.
* To actively monitor and follow up student progress
* To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
* To work with colleagues to formulate aims, objectives and strategic plans for the school of learning which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
* To support the leadership and management of the business planning function of the school of learning, and to ensure that the planning activities of the department reflect the needs of students within the area, AIP/SIP and the aims and objectives of the School.
* To link with the SENDCO to ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
* To support the SENDCO in the organisation of access arrangements and the management of special arrangements during exam periods.
* To act as lead professional for appropriate TAC’s, EHR’s and Annual reviews.
* Work with parents to raise aspirations for students with SEND.
* Ensure smooth transition arrangements are in place when appropriate.
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| **Curriculum Provision:** | * To liaise with the SENDCO to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation.
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| **Curriculum Development:** | * To support the leadership of curriculum development for the school of learning.
* To keep up to date with national developments in SEND and teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the SENDCO to maintain accreditation with the relevant examination and validating bodies.
* To support the development of the school of learning in line with national developments.
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| **Staffing****Staff Development:****Recruitment/ Deployment of Staff** | * To either hold or be working towards the National SENDCO qualification within two years of taking up the post.
* To work with the SENDCO to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To support the efficient and effective deployment of the school of learning’s support staff.
* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the school of learning.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To be responsible for the day-to-day management of staff within the school of learning and act as a positive role model.
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| **Quality Assurance:** | * To ensure the effective operation of quality control systems.
* To establish the process of the setting of targets within the school of learning and to work towards their achievement.
* To establish common standards of practice within the school of learning and develop the effectiveness of teaching and learning styles in all subject areas within the school of learning.
* To contribute to the School procedures for lesson observation.
* To implement School quality procedures and to ensure adherence to those within the school of learning.
* To monitor and evaluate the curriculum area/school of learning in line with agreed School procedures including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* SEND Ofsted / LA review preparation.
* To ensure that the school of learning’s quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.
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| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
* To make use of analysis and evaluate performance data provided.
* To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
* To produce reports within the quality assurance cycle for the department.
* To produce reports on examination performance, including the use of value-added data.
* In conjunction with the relevant Senior Leader, to manage the school of learning's collection of data.
* To provide the Governing Body with relevant information relating to the school of learning’s performance and development.
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| **Communications:** | * To ensure that all members of the school of learning are familiar with its aims and objectives.
* To ensure effective communication/consultation as appropriate with the parents of students.
* To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
* To represent the school of learning’s views and interests.
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| **Marketing and Liaison:** | * To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
* To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
* To actively promote the development of effective subject links with external agencies.
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| **Management of Resources:** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the school of learning budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
* To work with the Deputy Head in order to ensure that the school of learning's teaching commitments are effectively and efficiently time-tabled and roomed.
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| **Pastoral System:** | * To monitor and support the overall progress and development of students within the school of learning.
* To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To contribute to Personal Development, citizenship and enterprise according to school policy.
* To ensure the Behaviour Policy is implemented in the school of learning so that effective learning can take place.
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| **Teaching:** | * To undertake an appropriate programme of teaching allowing time to operate as 2IC.
* To ensure the Teaching & Learning Policy is implemented in the school of learning so that effective learning can take place.
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| **Additional Duties:** | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
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| **Other Specific Duties:**To continue personal development as agreed.To engage actively in the performance review process.To undertake any other duty as specified by School Teachers Pay and Conditions Board not mentioned in the above.Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |
| Employee Signature: |
| Print Name: Date: |
| Line Managers Signature: |
| Print Name: Date: |