

**DEPUTY SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR**

**(Grade 7 Permanent (£22,659 - £25,951), 39 weeks, 37 hours per week pro rata (actual salary £19,464)**

Job Description March 2018

Core Purpose of the Post

The Deputy SENDCo post exists to support the SENDCo in the day to day leadership and management of the Learning Support team and to deputise for the SENDCO when the need arises. This includes strategic leadership and direction of Learning Support and ensuring that Special Educational and Disability Needs provision is efficiently and effectively managed. It is expected that all legal and statutory requirements are met for students with SEND and additional needs.

Working with the SENCo the Deputy SENDCo has the following specific responsibilities:

Leading and Managing The Learning Support Team

* Deputise for the SENDCo in the Learning Intervention Team
* With the SENDCo, co-write the Learning Support Team Development Plan and budget and ensure that its objectives and outcomes are linked to the School Improvement Plan.
* To contribute to the organisation of Performance Management and Line Management within learning support
* Ensure that effective systems of communication are in place across the team
* Plan for and implement the efficient and effective deployment of staff and resources
* Lead faculty meetings and training as appropriate and be an active part of the Whole School CPD programme.
* Provide opportunities for observation of colleagues in order to share and develop best practice.
* Ensure that all Learning Support staff recognise and fulfil their statutory responsibilities.
* Be a key point of contact for students, staff, parents and carers
* Lead and manage Annual Review meetings under the guidance of the SENDCo liaising with the pastoral team and parents when appropriate
* Under the guidance of the SENDCo, take responsibility for allocation and timetabling of TA Support

Development of SEN provision

* Work with the SENDCo to disseminate appropriate information such as recommendations of the SEND code of practice and SEND policy
* Monitor, evaluate and review the quality of SEND support by maintaining effective systems to identify and meet the needs of students.
* Liaise with external agencies as appropriate
* Maintain and develop up-to-date knowledge of National and local initiatives which may impact upon policy and practice.
* Promote inclusive practice in order to secure the academic, social and emotional and behavioural development of young people
* Develop, enhance and maintain systems for colleagues to monitor and record progress made by students in the care of the Learning Support Team
* Review individual support plans with parents, students, and teachers and agree and communicate new targets.
* Work with students, home, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of progress, attainment and achievement is set for students in the care of the Learning Support Team
* Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
* Monitor evaluate and review the achievements, progress and attainment of students in the care of the Learning Support Team
* To contribute to the school Mentoring Programme

Intervention

* Work directly with the SENDCo on the development of policy and provision for students with SEND
* Develop provision maps for students with SEND
* Contribute to the planning, implementation, monitoring and review of intervention programmes and report on the outcomes of this process
* Deliver an appropriate amount of teaching within Learning Support
* Create School Focused Plans, Strategy Sheets etc for students with SEND
* Monitor, evaluate and review the progress of students with SEND
* Liaise with external agencies as appropriate
* Advise colleagues on appropriate strategies to use with students with SEND.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Job holders 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.*

*Notwithstanding the detail in this job description, in accordance with the school’s Flexibility Policy the job holder will undertake such work as may be determined by the Head teacher/Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job.*