Job Description Deputy SENCO April 2017

Garth Hill College Job Description

Post: DEPUTY SENCO

Main Purpose:

a. To support the SENCO in discharging their duties across @RISE

b. To assist in managing the Learning & Language Support and the running of the @Rise

c. To assist in coordinating Access Arrangements

Reporting to: SENCO

Working time: Full-time as specified within STPCD.

Salary/Grade: MPS plus

Main Responsibilities:

- To be the lead teacher for an area of specialism i.e. SPLD, dyslexia
- To assist in overseeing the running of the SEN Department
- To assist in setting up withdrawal programmes for designated pupils
- To teach and oversee foundation courses and literacy
- To assist teachers in devising strategies which support the learning of pupils
- To assist in managing the schools ASC Resource Base
- To teach classes as directed by the Principal

Other Activities

- To help co-ordinate the record keeping within the Department
- To assist the SENCO in coordinating support in partnership work with the lead behaviour teacher and the ASC teacher
- To assist in administering the Department's annual budget
- To assist in administering in Annual Reviews/EHC's
- To be the lead practitioner for Access Arrangements
- To support both pupils and staff in a wide variety of settings
- To support in timetabling and provision mapping of students within the Inclusion Department.
- Implement agreed learning activities and teaching programmes
- To lead on managing Learning Support Assistants
- To deputise for SENCO in their absence

Assessments and Reports

- To support and lead in the review system and in writing Individual Education Plans for pupils within the process of assessment
- To support in reporting and documentation of the Department

Educational Methods

- To work with departments and individual teachers to meet the needs of pupils by identifying difficulties that may arise in any curricular context and taking steps to overcome them

Other Professional Responsibilities:

- To undertake the role of personal/form tutor as required.
- To attend and/or lead meetings including Annual Review meetings for allocated pupils.
- To undertake supervisory duties before college, at break or after college as required under the Teachers' Pay and Conditions Act
- To attend centre and other college meetings as required within the 1265 hours of Directed Time budget.
- To contribute generally to the work of the College and to support others in maintaining the College's policies, including good health, safety and well-being practice.
- To maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with pupils, other staff, parents/carers, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.
- To participate in appropriate meetings with colleagues and parents/carers in relation to the above duties
- To carry out any reasonable duties as determined by the Principal.
- To give advice and support to colleagues on all matters connected to Special Educational Needs and to promote Inclusion across all curriculum areas
- To deliver CPD to staff in line with inclusive practices

Notes

- All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget Policy, and have regard to the Teacher's Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The College 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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Post Holder signature..... Date ……

Principal signature ……..Date……..