

JOB DESCRIPTION

JOB TITLE: Deputy SENDCo
SALARY: MPS (plus TLR 2a)
REPORTING TO: Assistant Headteacher (Inclusion)

PURPOSE AND SCOPE:

The Deputy SENDCo post exists to support the Assistant Headteacher (Inclusion) in the day to day leadership and management of the Learning Support team and to deputise for the AHT (Inclusion) 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.

This is a new post that offers a genuine opportunity for professional development and job satisfaction within a supportive framework. Applications are invited from colleagues keen to make a positive contribution to driving this successful school and department further forward.

Working with the AHT (Inclusion) the Deputy SENDCo has the following specific responsibilities:

Leading and Managing the Learning Support Team

- Deputise for the AHT (Inclusion) in the Learning Intervention Team
- With the AHT (Inclusion), co-write the Learning Support Team Improvement Plan and budget and ensure that its objectives and outcomes are linked to the School Improvement Plan.
- Manage the day-to-day operations to ensure the provision for students is maintained
- To contribute to the organisation of Performance Management and Line Management within learning support
- To work with the AHT (Inclusion) to ensure that effective systems of communication are in place across the team and with parents of students
- Under the guidance of the AHT (Inclusion) plan for and implement the efficient and effective deployment of staff and resources through the allocation and timetabling of TA Support
- Lead faculty meetings and training as appropriate and be an active part of the Whole School CPD programme.
- Set up a foundation learning programme for SEN students within Key Stage 3.
- To work with the AHT (Inclusion) to monitor the effectiveness of colleagues through observations and to develop an ethos of sharing best practice.
- Support the AHT (Inclusion) in the completion of the Local Offer documentation.
- Ensure that all Learning Support staff recognise and fulfil their statutory responsibilities.
- Lead and manage Annual Review meetings under the guidance of the AHT (Inclusion) liaising with the pastoral team, Student Support and parents where appropriate

Development of SEN provision

- Work with the AHT (Inclusion) to disseminate appropriate information such as recommendations of the SEND code of practice and SEND policy

- Work with the AHT (Inclusion) to monitor, evaluate and review the quality of SEND support in meeting the needs of students.
- Ensure effective record keeping is in place to evaluate the effectiveness of provision
- Liaise with external agencies as appropriate or required by AHT (Inclusion)
- Promote inclusive practice in order to secure the academic, social and emotional and behavioural development of young people
- Work with the AHT (Inclusion) to 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, Year Leaders, Curriculum leaders, Student Support and class teachers 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.
- Work with the AHT (Inclusion) to monitor evaluate and review the achievements, progress and attainment of students in the care of the Learning Support Team
- To lead on transition support for students with SEN between Key Stage 2 and 3
- Maintain and develop up-to-date knowledge of national and local initiatives which may impact upon policy and practice.

Intervention

- Work directly with the SENDCo on the development of policy and provision for students with SEND
- Develop and maintain records of provision maps for students with SEND and as part of the Good Behaviour Policy
- 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 (to be finalised pending appointment based on the skills of the individual)
- Create Individual Education 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.

Safeguarding

All staff working in the school have a duty to safeguard and promote the health, safety and welfare and all children and young people for whom they are responsible or with whom they come into contact with in the course of their duties.

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request by the Headteacher/Governing Body to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. Due to the nature of this new role, it may change following consultation, to reflect or anticipate changes in the job which are commensurate with the job title and salary.