



## **JOB DESCRIPTION**

**Job Title:** **DEPUTY SPECIAL EDUCATIONAL NEEDS + DISABILITIES COORDINATOR**

**Pay Grade:** **Main Scale + TLR 2D £4,655**

**Reports to:** **SENDCo**

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### **Main Purposes of Role:**

- To assist the SENDCo and deputise as necessary
- To lead on coordinating support and provision for students in Key Stage 3
- To coordinate the transition from Primary to Secondary for students with SEND
- To oversee the Annual Review Programme for Key Stage 3, ensuring that completed reviews are sent to the relevant Local Authority, parents/carers and other agencies where appropriate, and to chair Annual Review meetings
- To share responsibility for line management and training of Learning Support Assistants with the support of the SENDCo
- To assist in the day to day operation and management of the Inclusion Department, working with the other members of the department and liaising with SLs, HOYs, PSOs, Wellbeing team and other relevant parties
- To assume responsibility for the SEND Support (K) students for Key Stage 3
- To teach small groups and 1:1 as deemed appropriate

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### **Key Accountabilities:**

- To assist the SENDCo and to deputise as necessary
- To co-ordinate, oversee and monitor the provision for students in Key Stage 3 on the school's Inclusion Register
- To assist the development of interventions led by LSAs, and produce appropriate schemes of work and long term plans
- To teach students with SEND according to support programmes within Key Stage 3
- To assist in the day-to-day operation and management of the Inclusion Department, working with other members of the department, external professionals and other organisations
- To manage referrals to outside agencies, including CAMHS, liaising with all agencies as required
- To co-ordinate the preparation of information on incoming students in Year 7 to be entered onto SIMS
- To compile, review and regularly update the Inclusion Register for students in Key Stage 3
- To monitor and track the progress and of students in Key Stage 3 on the Inclusion Register as well as liaising with all staff, parents and carers
- To support Key Workers of students with EHCPs and to ensure individual student plans and annual review reports are appropriately drawn up and reviewed regularly

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- To coordinate and monitor Individual Learning Plans for students in your assigned Key Stage
  - To line manage some HLTAs and LSA who deliver 1:1 sessions within the department
  - To carry out the duties and responsibilities of line management according to school policies including performance management
  - To assist in the organisation, management and monitoring of SEND support teachers
  - To deliver CPD and a structured programme of lesson observations and feedback to LSAs
  - To contribute to the monitoring of standards of teaching and learning
  - To assist in whole school staff development and training concerning the management, teaching and learning of students with SEND and to disseminate good practice in SEND
  - To involve themselves fully with all aspects of supporting children with SEND
  - To ensure full implementation of the Equalities Policies
  - To carry out other duties as required by the SENDCo or SLT

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.

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.

Undertake other appropriate technician duties, as requested by the Senior Technician or Subject Leader for Science. This may involve duties in any area of the Department.

<p>The job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.</p>
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (*in caps*): \_\_\_\_\_