

## **Deputy SENCO**

Job title: Deputy SENCO

Responsible to: SENCO

Responsible for: SEND Staff

Location: Cross Academy

Salary Range: Band 5

Working weeks: 39 weeks (Term Time + inset + twilight) and Parent/Open evening as required

Working Hours: 37 hours per week (08:00-16:00 Mon-Thurs and 08:00 – 15:30 Fri)

### **Purpose:**

- To monitor the progress of all SEN students in order for them to make accelerated progress
- To work as part of a team and participate in activities that support the improvement priorities of the school
- To assist the SENCO in supporting SEN students to raise achievement
- To be an advocate for SEN students

### **Principal Accountabilities and Key Tasks:**

- Support the SENCO cross-academy in ensure high quality provision for all SEN students
- Oversee the preparation of paperwork for all Annual Reviews and running these meetings
- Organise and oversee all referral paperwork including responding to and following up queries
- Manage SEND Staff in the deployment of Co-Educators and the delivery of interventions
- Organise and co-ordinate interventions provision for some students
- Collaborate closely with teaching staff and the pastoral team in order to achieve effective provision including cover
- Maintain the SEN register and other records in line with the Code of Practice
- Oversee students coded as SEN K ensuring that everything is in place for them to make progress at least in line with their targets
- Access arrangements assessments and completion of paperwork including Form 8s.
- If not already qualified, willingness to complete additional training as required – including but not limited to those listed below
- To work all staff to support learning in line with Academy expectations focusing upon students with SEN
- Provide support to students including those with learning, emotional, behavioural, communication, social, sensory or physical difficulties
- Deliver planned learning activities/teaching programmes according to specific needs
- To attend to students' personal needs including help with social, welfare, physical care and health matters including toileting, dressing, feeding, mobility etc as requested by the Academy
- Supervise students for limited and specified periods including break-times if required
- To assist with escorting students on educational visits
- Develop positive and supportive links between home and the Academy by meeting and communicating with parents and carers as needed
- To produce accurate reports, letters and other documents as needed regarding the role specialisms
- To attend meetings relating to the role specialisms
- To be an Academy First-Aider if required
- To attend Academy CPD and external training as required

- To undertake duties (break, lunch, before and after Academy student times) as required. Lunch duties will be paid in accordance with pay arrangements in place at the time
- To undertake any other reasonable duties as directed by the Academies.

To be jointly responsible for quality assurance procedures within the Department. This will include:

- Reviewing student attainment and student support plans
- Observing colleagues and leading PM procedures to monitor provision
- Liaising with colleagues over student need and standards
- Running meetings including annual reviews
- Using feedback from student and parents
- Maintaining a costed provision mapping
- Developing Department Action Plans and Key Priorities

To be jointly responsible for the wider effectiveness of SEND practices. This might include:

- Being an advocate for quality first teaching throughout the school and support teachers in maintaining or developing this expectation
- Promoting student inclusion in the school community and access to all parts of the curriculum
- To maintain a high profile with parents
- Keeping abreast of developments in the field of SEND
- Promoting the removal of barriers to learning
- Overseeing Inclusion resources for staff
- Leading assemblies to raise awareness of SEND
- Leading whole staff training

To undertake appropriate training and development for the role. This will include:

- Working towards QTS or QTLS if appropriate
- Complete the National SENCo Award (if not already achieved)

Person Specification (E= Essential, D= Desirable)

- NVQ level 4 or equivalent (D)
- 5 GCSE Grade C or above including English and Mathematics (E)
- Experience of working within a school/academy (D)
- Evidence of the ability to work independently, using own initiative and be able to make decisions confidently (E)
- Strong experience of office procedures and administration (E)
- Good interpersonal skills (E)
- Good Microsoft Office skills (E)
- Strong organisational skills / Multi-tasking ability (E)
- Excellent interpersonal skills with clear and concise communication (E)
- High attention to detail (E)
- Work within a busy and fast paced environment (E)
- Composure under pressure (E)
- Work constructively and flexibly as part of a team, understanding others roles and responsibilities (E)
- Ability to identify own training and development needs and participate in on-going training (E)