



MILLAÏS SCHOOL

Deputy SENDCO and Assistant Leader of Specialist Intervention - Job Description

Reporting to: a SENDCO & Leader of Specialist Intervention

Grade: TLR2C

Main purpose

The Deputy SENDCO & Assistant Lead on Specialist Intervention, under the direction of the SENDCO & Lead for Specialist Intervention will:

- Promote an ethos and culture that supports the school's special educational needs and disability (SEND) policy and promotes excellent outcomes for pupils with SEN or a disability
- Assist in the strategic development of SEND policy and provision in the school
- Support the SENDCO with the day-to-day operation of the SEND policy and the co-ordination of specific provision to support individual pupils with SEND or a disability
- Help to provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Deputise in the absence of the SENDCO where appropriate

Duties and responsibilities

Strategic development of SEND policy and provision

- Have an understanding of the strategic overview of the provision for pupils with SEND or a disability across the school
- Support the implementation of the SEND policy into practice
- Assist in the evaluation of whether funding is being used effectively, and propose changes to make use of funding more effective
- Contribute to school self-evaluation, with respect to provision for students with SEND or a disability

Operation of the SEN policy and co-ordination of provision

- Assist in the maintenance an accurate SEND register and provision map
- Analyse assessment data for pupils with SEND or a disability
- Liaise with teachers regarding the Student Support Plan
- Provide guidance to colleagues on teaching pupils with SEND or a disability, and advise on the graduated approach to SEND support
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies, especially the local authority

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Implement and lead intervention groups for pupils with SEND, and evaluate their effectiveness
- Secure relevant services for the pupil
- Support the co-ordination of the provision that meets the pupil's needs, and monitor its effectiveness
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment
- Update student records as appropriate and assist the SENDCO with more complex paperwork as and when necessary
- Collate SEND statistical returns as requested
- Support the review of education, health and care plans with parents or carers and the pupil
- Assist in the smooth transition of students with SEND to and from other school
- To be the designated teacher for looked-after children, where a looked-after pupil has SEND or a disability

Leadership and management

- Work with the SENDCO & headteacher to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Support the SENDCO in the leadership and management of the teaching & learning of SEND students across the whole school
- Support the SENDCO in the leadership and management of the learning support assistants working with pupils with SEND or a disability
- Monitor staff performance regularly and discuss with SENDCO
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff as required
- Lead staff appraisals and produce appraisal reports
- Contribute to the annual review of the SEND school improvement plan and whole-school policy

Other areas of responsibility

- The Deputy SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- The Deputy SENDCO will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.