

GARTH HILL COLLEGE
INDICATIVE JOB DESCRIPTION

NAME OF POST HOLDER:

Post Title: DEPUTY SENDCo

Post Purpose:

- Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To assist, and deputise for, the SENDCo in managing the day-to-day operation and provision made in the College for pupils with SEND and provide guidance in the area of SEN and Inclusion in order to secure high quality teaching and learning outcomes
- To raise standards of pupil/student attainment and achievement within SEN and Inclusion and to monitor and support pupil/student progress across the College.
- To be accountable for pupil/student progress and development within SEN and Inclusion and across the College.
- To assist the SENDCO in managing and deploying teaching/support staff, financial and physical resources within the SEND and Inclusion Curriculum Area and to develop and enhance the teaching practice of others.
- Responsible for the management and development of a Gifted and Talented and EAL programme.

Reporting to: SENDCo

Responsible for: SEND Teacher, HLTAs and TAs.

Liaising with: SENDCo, other Curriculum Leaders, Pupil/Student Support Services and relevant staff with cross-college responsibilities, relevant support staff, LA representatives, external agencies and parents.

Working time: Full-time as specified within STPCD.

Salary/Grade: Classroom Teachers' Pay Scale plus TLR 2b

PRINCIPAL RESPONSIBILITIES

1. TEACHING

- 1.1. To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

2. OPERATIONAL/STRATEGIC PLANNING:

- 2.1. To assist, and deputise for, the SENDCo in managing the day-to-day operation of the SEN policy in accordance with the SEND code of practice, including SEND provision and effective deployment of staff and physical resources.
- 2.2. To develop appropriate SEND resources, schemes of work, marking policies, assessment and teaching and learning strategies.
- 2.3. To monitor and review pupil/student progress across the SEND and Inclusion Curriculum area and the progress of pupils on the SEND register across the whole college.
- 2.4. To assist the SENDCo in implementing, monitoring and reviewing SEND and Inclusion policies and procedures

3. CURRICULUM:

- 3.1. To assist the SENDCo in planning, implementing and reviewing the SEND and Inclusion curriculum within the framework of the SEN Code of Practice, the National Curriculum and 14-19 strategy.
- 3.2. To work with the SENDCo in developing SEND and Inclusion curriculum provision across the College.
- 3.3. To take responsibility for leading the management and development of a Gifted and Talented and EAL programme.
- 3.4. To help ensure that the development of SEND and Inclusion is up to date and in line with national developments.

4. STAFFING:

- 4.1. To assist the SENDCo in the day-to-day management of SEND and Inclusion staff and ensure their efficient and effective deployment.
- 4.2. To assist the SENDCo in making sure staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 4.3. To continue own professional development as agreed with Line Manager (SENDCo).
- 4.4. To make appropriate arrangements when staff are absent, ensuring appropriate cover and liaising with the Cover Supervisor/relevant staff to secure appropriate cover.
- 4.5. To promote teamwork and to motivate staff to ensure effective working relations.

5. QUALITY ASSURANCE:

- 5.1. To assist in the process of the setting of SEND and Inclusion targets and to work towards their achievement.
- 5.2. To help establish common standards of practice within the team and develop the effectiveness of teaching and learning styles.
- 5.3. To contribute to the College's procedures for lesson observation and help to implement college quality procedures.
- 5.4. To help monitor and evaluate SEND and Inclusion outcomes in line with agreed procedures including evaluation against quality standards and performance criteria.
- 5.5. To make a positive contribution to the SEND and Inclusion Development Plan.
- 5.6. All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

6. MANAGEMENT INFORMATION:

- 6.1. To assist the SENDCo in the maintenance of accurate and up-to-date SEND information and making use of analysis and evaluate performance data provided.
- 6.2. To help identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 6.3. To share responsibility for the production of pupil/student reports, to a professional standard in accordance with College policy.

7. COMMUNICATIONS AND LIAISON:

- 7.1. To help ensure that all members of the SEND and Inclusion Team are familiar with the team's aims and objectives.
- 7.2. To ensure effective communication/consultation as appropriate with the parents of pupils/students.
- 7.3. To assist SENDCO in liaising with partner schools, external agencies and other relevant external bodies.
- 7.4. To deputise for the SENDCO at SEN and Inclusion meetings as required.

8. MANAGEMENT OF RESOURCES:

- 8.1. To assist in the management of the available resources of space, staff, finance and equipment efficiently within the limits, guidelines and procedures laid down.
- 8.2. To help ensure that the learning spaces present a stimulating environment.

9. PASTORAL SYSTEM:

- 9.1. To monitor and support the overall progress and development of pupils/students on the SEND register and those who are at risk of being placed on the register.
- 9.2. To monitor pupil/student attendance together with pupils'/students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 9.3. To ensure the Behaviour Management system is implemented within SEND and Inclusion so that effective learning can take place.

10. GENERAL DUTIES:

- 10.1. To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils/students follow this example.
- 10.2. To support the College in meeting its legal requirements and to comply with the College's Health & Safety policy and undertake risk assessments as appropriate.
- 10.3. To carry out the duties of a classroom teacher in accordance with the Teachers' Conditions of Service.
- 10.4. To carry out a share of supervisory duties in accordance with published schedules.
- 10.5. To participate in appropriate meetings with colleagues and parents relative to the above duties.
- 10.6. To carry out any reasonable duties as determined by the Principal.

NOTES:

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. On allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the College's published Time Budget Policy and have regard to the Teachers' Conditions of Employment.

This job description is not a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

Signed
(Teacher)

Dated