

## **Kingsford Community School**

### ***An International School and Confucius Classroom***

<b>Post:</b>	Deputy SENCO
<b>Grade:</b>	TLR 2b Plus Inner London Weighting
<b>Responsible to:</b>	Assistant Head teacher for Inclusion/SENCO
<b>Designated Staff:</b>	All teaching, support staff and students within the remit of this post

#### **Purpose of Post:**

To assist the SENCO in growing and developing an outstanding SEN department. The successful candidate will be expected to lead, develop and support effective practice for pupils with particular learning needs to ensure they are addressed in the most effective way and that students with SEN make progress in line with the school's and national expectations. It is expected that as well as leading SEN provision the successful candidate will also be an outstanding teacher of their subject(s).

#### **Duties and responsibilities:**

##### **Teaching and Learning**

You are required to carry out the duties of a school teacher as set out in paragraphs 33 to 36 (inclusive) of the School Teachers' Pay and Conditions document.

##### **Student Learning and Support Responsibilities**

- To review assist the SENCO with the identification, and assessment of pupils who may have SEN, including the Most Able.
- To facilitate the development of the SEN curriculum provision, to contribute to the improvement of the quality of teaching and pupil learning and ensure the needs of all pupils are met and to ensure their progress is monitored
- To identify the need for Educational, Health and Care Plans as required by the school, LA or the LAW and to draft and implement these plans.
- To liaise with the appropriate outside agencies, including Educational Psychologist, LA support teams, Educational Social Work Service and any other agencies working with SEN students
- To advise and support staff in the implementation of the whole school literacy strategy.
- To develop schemes of work and deliver effective teaching to the Nurture Groups.
- To seek disapplication from the national Curriculum where assessment of needs indicates that this would be beneficial for the student
- To liaise with school pastoral staff, tutors and parents in matters relating to SEN and to raise the standards of SEN inclusion and attainment and to advise the TAs of student needs and strategies to provide for these needs
- To work with subject teams on curriculum materials and teaching methods to develop a more differentiated curriculum which best meets the needs of all students on an individual basis and to ensure that pupil learning needs are met
- To liaise with the school Behaviour Management co-ordinator
- To liaise with the feeder primary schools and colleges of further education to manage any resources (human or physical) that the LA allocate to the school for the provision of children with SEN
- To prepare timetables for team members and to liaise regarding these with the school timetable manager

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- To ensure appropriate risk assessment and Health and Safety procedures, and to seek advice from appropriate agencies to support students' development
- To attend relevant INSET and keep SEN colleagues up-to-date with developments in the area, including providing relevant INSET and supporting colleagues on a day to day basis with the use of hardware and software and implementation of schemes of work
- To liaise with the ICT systems manager in the management and use of hardware and software
- To use digital technology to map and track progress and assessment in the SEN team
- To have responsibility for implementing the National Curriculum requirements for SEN students and setting subject specific targets.
- To communicate regularly with parents and the community about developments in the SEN team through newsletters, school website, parents evening etc.
- To develop procedures for recognising, rewarding and accrediting students achievements in the languages taught in the Learning Areas
- To play a part in the implementation of school policies with respect to:
  - General school duties
  - Cover for absent colleagues
  - Organisation of examinations and especially to liaise with the Examination Officer who require special considerations for exams
  -

#### **Management Responsibilities**

In conjunction with the rest of the School Development Team, in this post you will have responsibility in the following areas:

- The ethos and operation of the school as a self-managing, developing and improving school and learning community, including the smooth running of the Inclusion/SEN department
- Raising achievement in the school, by focusing upon, monitoring and evaluation supporting classroom practice particularly in relation to SEN provision
- The production of the School Development Plan/OfSTED Action Plan, its review, analysis and further planning
- Liaison with and support for the Governing Body
- Ensuring access to the curriculum for all students
- The responsibility for liaising with the School Development Team, Year Teams and Leadership Teams, to ensure appropriate communication between the Learning Areas and the Learning Services Team to ensure that all responsibilities are met, including specific Learning Service Team responsibilities
- To use ICT in the leadership and management of the responsibilities of this post
- To implement systems in and around the Learning Area which maintain the highest standards of student behaviour
- To advise on the selection and allocation of resources within the team and manage the SEN budget.

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#### **Person Specification: Deputy SENCO**

Specification	Essential (E) or Desirable (D)	<b>How Measured:</b> A = Application Form I = Interview C = Certificates
<b>Qualifications</b>		
Qualified Teacher Status	E	C
Appropriate SEN Qualifications	E	A/C
Evidence of relevant in-service training within previous two years	E	A
<b>Experience</b>		
Successful middle leadership level in a similar school	E	A
Management of staff and resources	E	A
Developing education and curriculum strategies in an inclusive setting	E	A
Effective liaison with external agencies	D	A
Working directly with SEN students and raising their attainment	E	A
Implementing IT developments relating to SEN	D	A
<b>Skills and Abilities</b>		
To exercise effective staff management, to lead and to motivate others and develop effecting working relationships.	E	A/I
To communicate clearly and effectively to a variety of audiences	E	I
To develop and implement appropriate measures to maximise the levels of educational achievement by pupils at the school	E	I
To contribute to the planning and management of appropriate financial resources	E	A/I
To manage a complex organisation effectively and to ensure the successful implementation of change through the school's development plan	D	A/I
Ability to use IT as a curricular and administrative tool	E	I

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Ability to monitor and evaluate the impact of teaching and learning and curriculum design on student attainment and progress	E	A/I
Ability to exercise initiative, accept responsibility and accountability	E	A/I
Ability to deploy a wide range of teaching and learning strategies, and implement appropriate measures, to maximise the levels of achievement of all students, including those with SEN and the Most Able	E	A/I
<b>Knowledge and Understanding</b>		
Of current education developments and legislation relating to SEN and upcoming curriculum changes	E	A
Of effective assessment and record keeping and using them to promote pupil development	E	A
The needs of pupils and communities in Newham	D	I
Of the factors which affect student achievement	E	A/I
The code of practice for students with SEN	E	A/I
Of issues related to the education of students with EAL	D	A/I
Of curriculum planning and design	E	A/I
Of issues of progression from KS2 and into Post 16 provision	E	A/I
<b>Commitment to and Understanding</b>		
Fulfil the requirements of the Equal Opportunities practice throughout the school including the Local Authority's policy of inclusive education.	E	I
Promoting the safety and well-being of all pupils and following the school's Safeguarding policy procedures.	E	A/I
The implementation of the Local Authority's policy of Inclusive Education	E	A/I
Participation in on-going CPD	E	A

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The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies and the school's Code of Conduct. All the above duties are to be carried out in line with current Health & Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Signed:..... Date .....

Head Teacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date .....

Deputy Senco