

### Job Description Deputy SENCo

Purpose	<p>To create a climate of learning in which expectations are clear</p> <ul style="list-style-type: none"> <li>• To support the SENCo raise standards of student attainment and achievement within the school, and to monitor and support student progress in relation to SEND provision.</li> <li>• To lead, develop and enhance the teaching practice of others in relation to SEND provision.</li> <li>• To support the provision of an appropriately broad, balanced, relevant curriculum in accordance with the aims of the school and the curricular policies determined by the Governing body and Headteacher.</li> <li>• To support the SENCo effectively manage and deploy staff, financial and physical resources.</li> <li>• To facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential.</li> <li>• To support the SENCo ensure there is an excellent quality of education for SEND students.</li> <li>• Deputise for the SENCo when required.</li> </ul>
Reporting to:	SENCo / Senior Leadership Team
Responsible for:	The provision of a full learning experience and support of students within an identified SEND need. Leadership of staff and other relevant personnel within the SEND team.
Liaising with:	The Senior Leadership Team, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, external agencies and parents and carers
Working time:	195 days per year. Full time
Salary/Grade:	TLR 2B + SEND 1 allowance
Disclosure level	Enhanced

### Core duties

Operational and Strategic	<ul style="list-style-type: none"> <li>• To actively engage in, and disseminate, research with regard to SEND provision and teaching, learning</li> <li>• Contributing to regular team meetings within the SEND faculty and other support and curriculum areas when required.</li> <li>• To carry out systematic observations of students and colleges providing appropriate feedback.</li> <li>• To actively monitor and follow up progress for SEND students.</li> <li>• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety COSHH etc.</li> <li>• To assist in the organisation of screening and monitoring tests in order to identify pupils with SEND and consequently the implementation of necessary curriculum needs.</li> <li>• To support the SENCo to formulate a coherent forward looking vision for the faculty with clear aims, objectives and strategy.</li> <li>• To support the SENCo lead and manage the planning of the SEND faculty reflecting the needs of students within the objectives of the school.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Foster and oversee the use of technology to aim learning and progress for staff and students.</li> <li>● To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.</li> <li>● To support the SENCo lead and support the SEND team in the delivery of a programme of extra-curricular provision, including Learning outside the classroom, and external speakers.</li> <li>● To support the leadership team in the recruitment of students through participation in open evenings and other marketing activities.</li> <li>● To support the SENCo ensure the successful transition of students in between Key Stages and at key transition points.</li> <li>● To support SEND students with Futures provision.</li> <li>● To support the SENCo and Exams officer in the assessment and management of Access Arrangements for external examination.</li> </ul>
Curriculum Provision:	<ul style="list-style-type: none"> <li>● To lead the provision of educational enhancement (intervention classes, trips, visits, web based learning etc) for students with SEND needs.</li> <li>● To liaise with the Curriculum Leaders to ensure the delivery of an inclusive appropriate, comprehensive, high quality and cost-effective curriculum programme.</li> </ul>
Curriculum development:	<ul style="list-style-type: none"> <li>● To keep up to date with national developments in the subject area, teaching practice and methodology.</li> <li>● To actively promote networking within the wider school community to support meet the needs of children identified as SEND.</li> <li>● To support Curriculum Leaders in the development of subject materials in line with national developments and research for children identified SEND.</li> </ul>
Staff development  Recruitment and deployment of staff	<ul style="list-style-type: none"> <li>● To work with the SENCo to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>● To work with the SENCo to ensure that curriculum design and timetabling is effective within the SEND faculty.</li> <li>● To work with the SENCo to lead Performance Review(s) of staff within the SEND faculty and to act as reviewer for a group of staff who you line manage.</li> <li>● To work with the SENCo to make appropriate arrangements for classes and groups when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department within an identified Key Stage.</li> <li>● To participate in the interview process when required and to ensure effective induction of new staff in line with School procedures.</li> <li>● To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>● To work with the SENCo to be responsible for the day-to-day management of staff within the SEND faculty and act as a positive role model.</li> <li>● To continue to develop subject knowledge and teaching methods of staff, including working with the SENCo in leading and managing CPD.</li> <li>● To support the SENCo ensure that staff in the SEND faculty adhere to their responsibilities in the Behaviour Policy.</li> </ul>
Quality Assurance:	<ul style="list-style-type: none"> <li>● To support the SENCo ensure effective operation of quality control systems.</li> <li>● In conjunction with the SENCo set targets and to work towards their achievement.</li> <li>● In conjunction with the SENCo establish common standards of practice within the SEND faculty and develop the effectiveness of teaching and learning styles.</li> </ul>

	<ul style="list-style-type: none"> <li>• In conjunction with the SENCo contribute to the School procedures to monitor the quality of teaching and learning.</li> <li>• In conjunction with the SENCo monitor and evaluate provision for SEND students in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• In conjunction with the SENCo seek / implement modification and improvement where required.</li> <li>• In conjunction with the SENCo, lead in the best use of data to improve the performance of staff and students.</li> </ul>
Management Information:	<ul style="list-style-type: none"> <li>• In conjunction with the SENCo ensure the maintenance of accurate and up-to-date information within the schools management information system.</li> <li>• In conjunction with the SENCo make use of analysis and evaluate performance data.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• In conjunction with the SENCo produce reports in line with the quality assurance cycle.</li> <li>• In conjunction with the SENCo manage data collection and analysis when appropriate.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• In conjunction with the SENCo ensure that all members of the department/ faculty are familiar with its aims and objectives</li> <li>• To ensure effective communication as appropriate with the families of students..</li> <li>• To liaise with partner schools, higher education, industry, Examination boards, Awarding bodies and other relevant external bodies.</li> </ul>
Management of Resources:	<ul style="list-style-type: none"> <li>• To support the SENCo lead on the maintenance, storage and supply of all resources in the SEND faculty which allow for an engaging and broad curriculum across all key stages.</li> <li>• To support the SENCo, work with other Curriculum areas to ensure a sharing and effective usage of resources to the benefit of the school and the students.</li> <li>• To support the SENCo, manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.</li> </ul>
Pastoral system:	<ul style="list-style-type: none"> <li>• Support the SENCo to monitor and support the overall progress and development of students identified as SEND</li> <li>• To monitor student attendance and behaviour; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To contribute to PSHCE according to school policy.</li> </ul>
Teaching:	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
<b>Other Specific Duties:</b>	
<p><b>You are to carry out the duties of a school teacher as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.</b></p> <ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> </ul>	

- To continue personal development as agreed
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

February 2024