

**Deputy SENCo (Special Educational Needs Coordinator)**

**Responsible to: Assistant Headteacher (SENCo)**

**JOB DESCRIPTION**

Working closely with the Assistant Headteacher (SENCo) and SEND Administrator, the Deputy SENCo (Special Educational Needs Coordinator) plays a key role in supporting our students with special educational needs and in communicating with their parents and carers.

**Key Functions**

1. Undertaking SEND review meetings and completing relevant documentation.
2. Being a key point of contact for parents and carers of students with SEND.
3. Being a key point of contact for primary school colleagues whose students with SEND are preparing to move into Year 7.
4. Gathering student voice.
5. Seeking training opportunities for teaching assistants.
6. Auditing OneNote class notebook pages that relate to SEND provision.
7. Assembling and distributing guidance on tools and strategies that can be used with SEND students.

**Communication**

1. Liaising with teachers.
2. Liaising with teaching assistants.
3. Liaising with parents and carers.
4. Liaising with the SEND Administrator to ensure that accurate records are kept on SEND students.
5. Raising awareness about SEND across the school.
6. Acting as a source of advice and expertise for colleagues.

**Other**

1. Undergoing regular training and networking.
2. Carrying out any other reasonable request made by the Headteacher.

"Icknield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."