

Job description

Deputy SENDCO



Job Title:

Deputy SENDCO

Salary:

MPS/UPS plus fringe
TLR 2b

Contract:

Permanent
Full-time or Part-time
(minimum 0.60 FTE). Must
be able to work Fridays.

The Role:

Sandringham School is committed to supporting all students to achieve as highly as possible and to access the next stage in their education. Each year, we have students who have a range of special educational needs who need tailored support to reach aspirational outcomes.

The Deputy SENDCO, under the direction of the SENDCO will:

- Support the current strategic development of special educational needs (SEN) policy and provision in the school
- Be responsible for day-to-day operation of defined areas of SEND leadership and management to support individual pupils with SEND or a disability
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies

This role is suitable for a qualified teacher with extensive experience in supporting students with special educational needs. Ideally, they must have achieved the national SENDCO qualification, or be in the process of gaining or committed to gaining the qualification. We welcome applications from professionals from both primary and secondary backgrounds.

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

Support the strategic development of SEND policy and provision

- Work with the SENDCO to have a strategic overview of provision for pupils with SEND or a disability across the school, monitoring and reviewing the quality of provision
- Make sure the SEND policy is put into practice and support other colleagues with this.
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

Operation of the SEN policy and co-ordination of provision

- Help to maintain an accurate SEND register and provision map
- Manage and maintain the KS3 & 4 diagnosis register
- Provide guidance to colleagues on teaching pupils with SEND or a disability, and advise on the graduated approach to SEN support
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies
- Supporting with referrals to NHS and Single Service Requests to the local authority
- Support in the delivery and co-ordination of SEND specific interventions
- Coordinate and deliver KS2 interventions
- Coordinate CAT4 and GL assessments

Support for pupils with SEN or a disability

- Co-ordinate SEND identification
- Support in the quality assurance of SEND provision
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Lead on provision for students with Social, Emotional and Mental Health (SEMH) needs, working closely with the wellbeing team
- Lead on Hearing Impaired (HI) provision
- Communicate regularly with parents/carers
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

Leadership and management

- Lead other colleagues in the SEND team to ensure that aims for provision are met
- Line management responsibility for specific colleagues as required (TAs)

Communicate with staff

- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	Education to degree level (or equivalent)	✓	
	Qualified Teacher Status	✓	
	Achievement in a national qualification for SENDCO, currently in the process of gaining the qualification or committed to gaining the qualification		✓
Teaching	Excellent subject knowledge	✓	
	Good understanding of underlying subject pedagogy	✓	
	Passion and love for subject(s)	✓	
	Ability to use educational data to monitor and evaluate student progress	✓	
	Knowledge and understanding of safeguarding issues	✓	
Personal Qualities	Ability to inspire and motivate students	✓	
	High expectations and aspirations of all students	✓	
	Energy, commitment and attention to detail	✓	
	Sense of humour, presence, drive and flexibility	✓	
	Excellent communication and interpersonal skills	✓	
	Resilience	✓	
	Excellent organisational skills and ability to meet deadlines under pressure	✓	
	Outstanding ambassador for the school	✓	
Additional Requirements	Commitment to continuous improvement	✓	
	Commitment to meeting the needs of all students	✓	
	Ability and willingness to work flexibly to meet school needs	✓	
	Ability to work independently and as part of a team	✓	
	Approachable and sensitive to the needs of others	✓	
	Openness and willingness to address and discuss relevant issues	✓	
	Extensive experience of working with children and families across a wide range of SEND	✓	
Leadership	Experience of working with colleagues and leading in an area within SEND	✓	
	Some experience of leading within a school	✓	
	Potential to deliver presentations and training to colleagues	✓	
Philosophy	Commitment to a non-selective co-educational environment	✓	



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