



## Job Description

<b>Post:</b>	Deputy SENCo
<b>Responsible to:</b>	Assistant Headteacher, Head of inclusion (SENCo)
<b>Salary scale:</b>	TLR2b
<b>Location:</b>	<b>Cumberland Community School</b>

### Job Purpose:

To support the strategic and operational delivery of SEND provision across the school, working closely with the SENCO to ensure that students with additional needs receive appropriate, high-quality support that enables them to thrive academically, socially, and emotionally.

### Key Responsibilities:

- **IEPs and Pupil Profiles:**  
Implement, review, and update Individual Education Plans (IEPs) and pupil profiles in collaboration with teaching staff, parents, and specialists.
- **Parental Engagement:**  
Attend and support parent meetings to discuss pupil progress, provision, and next steps, promoting a strong home-school partnership.
- **Annual Reviews:**  
Coordinate and conduct Annual Reviews for pupils with EHCPs, ensuring compliance with statutory requirements and accurate record-keeping.
- **Staff Support and Training:**  
Assist with the planning and delivery of training sessions and guidance for staff on inclusive teaching strategies, differentiation, and SEND best practices.
- **School Tours:**  
Conduct tours and introductory meetings for prospective parents and pupils with SEND, providing detailed information about the school's inclusive provision.
- **Learning Walks and Monitoring:**  
Carry out targeted learning walks and support visits to ensure effective implementation of support strategies for pupils with EHCPs.
- **EHCP Consultations and Applications:**  
Support the SENCO in responding to placement consultations, gathering evidence, and contributing to high-quality EHCP applications and reviews.

- **Referrals and Assessments:**

Contribute to the referral process for diagnostic assessments (e.g., ASD, ADHD, SALT), gathering relevant data and liaising with external professionals.

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These responsibilities and duties may be subject to variation, as the school's needs change at the reasonable discretion of the Headteacher.

This job description outlines the core duties and expectations of the Deputy SENCO role, but is not exhaustive. The post holder may be required to take on additional duties in line with the changing needs of the school.

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