



## JOB DESCRIPTION

**POST TITLE:** Deputy SENDCo

**SCALE:** Level 4 Teaching Assistant Job Family Payscale

**HOURS:** 32.5 hours per week, term time plus one day, 8.15am to 3.15pm, with a 30 minute break

**RESPONSIBLE TO:** The Special Educational Needs Co-ordinator (SENDCo)

### PURPOSE OF THE JOB:

The principal roles of the Deputy SENDCo are to assist the Senior SENDCo in leading the provision for the Enhanced Provision Centre (EPC) and for special educational needs and/or disabilities within school, including the coordination of learning support staff.

The Deputy SENDCo will support in raising standards of student attainment and achievement in line with both national and school policies, priorities and the SEND Code of Practice. This will include developing the quality of SEND provision; monitoring, tracking, reporting and supporting student progress to raise standards in the quality of learning and communicating with all stakeholders.

The Deputy SENDCo will deputise for the SENDCo and be responsible for the department when required.

### MAIN RESPONSIBILITIES:

#### General Duties, Teaching and Intervention:

- To support the SENDCo in developing and maintaining SEND tracking and reporting systems.
- To contribute to raising standards of achievement for all students through the use of intervention and through the training of TAs and teachers.
- To plan and deliver challenging teaching and learning objectives and evaluate and adjust lessons/work as appropriate.
- To assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- To support the SENDCo in the management of the Enhanced Provision Centre and TA team.
- To contribute towards SEND consultation meetings and support of SEND and vulnerable students.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for recording progress and achievement in lessons systematically and providing evidence of range and level of progress and attainment.
- Support the role of parents in students' learning, contribute to and lead meetings with parents to provide constructive feedback on student progress/achievement.

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- Liaise with support staff, Heads of Department, class teachers and Year Leaders about students with SEND and, where necessary, under the guidance of the SENDCo refer students to the appropriate external agencies for further support.
- Support students consistently whilst recognising and responding to their individual needs.
- Advising staff with developing a broad, balanced and inclusive curriculum to help SEND learners succeed.

### **Testing, Tracking and Communication:**

- To take responsibility for the identification and planning of interventions across the school.
- To ensure that students are awarded appropriate examination concessions in respect of their needs and trained in their usage, and all associated records are complete and accurate.
- To ensure all students with interventions have it recorded on MIS system/Inclusion Register and on their IEPs, through liaison with the SEN Support Assistant.
- Take responsibility for creating new IEPs and ensure they are circulated to staff/parents and carers as required, through liaison with the SEN Support Assistant.
- To maintain the Mapping Provision records and use it to track and analyse the effectiveness of interventions.
- To produce tracking spreadsheets reviewing progress against baseline data using the Connecting Steps/B Squared program.
- To support the SENDCo in reporting to SLT through link meetings on the justification for running individual support packages and on the overall progress of students.
- To support the SENDCo in managing the Annual Review process and deputise where required
- To write or assist with applications for statutory assessment if required.
- To manage the APDR process of students within the College, working collaboratively with all relevant stakeholders.
- To communicate with parents of students with key interventions to update them on progress made
- Use SISRA/SIMS to analyse progress of students and select for interventions.
- Administration of all tests through the GL Assessment website, including ordering of tests, setting up student profiles.
- Carry out testing for KS3 & 4 students such as Reading, Cognitive Ability and DASH tests.
- Carry out access arrangement testing and applications for GCSE/GCE exams in accordance with the latest JCQ Access Arrangements and Reasonable Adjustments guidance.
- Participate in any continued professional development to support the role.

### **TA Support:**

- Organise inductions for all new TAs.
- Performance Appraisals for all Level 1 and relevant Level 2 TAs in conjunction with the SENDCo.
- Compilation of TA timetables and dissemination to staff.
- Support training for TAs in their specific duties as necessary and monitor their performance, linking feedback into their performance appraisals.
- Oversee and manage the duties on the SEN Support Assistant and LAC Liaison Assistant.
- Ensure TAs are appropriately trained according to the needs of the students on role as well as those recognised through in-phase transfer process.

**General Support:**

- To assist with the smooth day-to-day running of the Department.
- Keep up to date with national developments in the departmental area, and to remain informed of recommended teaching practice and methodology.
- Compilation of funding requests in conjunction with SENDCo.
- Provide duty support when the SENDCo is unavailable.
- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Assist in facilitating school events e.g. school plays, events.
- To be responsible for promoting and safeguarding the welfare of children and young persons you are responsible for or come into contact with.
- Undertake any other reasonable duties as requested by the SENDCo.

This job description was revised in January 2023. It will be reviewed annually and may be amended according to changing requirements of the College.