

Post Title and Grade	Deputy SENDCo [Salary TBC]
Reporting to	Vice Principal [SENDCo]
Liaising with	Pastoral leaders, HoYs, SEND Staff, Teachers, Parents and Carers
Line Managing	SEND Administrator, HLTAs and Achievement Assistants.
Job Purpose	
<p>The Deputy SENDCo operates under the direction of the SENDCo and focuses on supporting the operational delivery, consistency, and implementation of SEND provision across the school. The role focuses on ensuring agreed SEND processes are applied effectively in classrooms, providing day-to-day guidance to staff, monitoring the quality and consistency of provision, and supporting the accuracy and upkeep of SEND documentation.</p> <p>The Deputy SENDCo is the operational link between teaching staff, pastoral teams, and SEND administration, contributes to training and review cycles as directed, and escalates concerns or non-compliance to the SENDCo without assuming statutory decision-making responsibilities.</p>	
Operational Duties	
<ul style="list-style-type: none"> • Work alongside the SENDCo to maintain an accurate SEND register and provision map. • Be aware of the provision in the local offer. • Coordinate the day-to-day delivery of the Assess–Plan–Do–Review cycle, ensuring actions are implemented, monitored, and reviewed consistently. • Lead and quality-assure the collection and collation of evidence for EHCP needs assessments, annual reviews, and other statutory processes, under the direction of the SENDCo. • Manage access arrangements, ensuring decisions are evidence-based, compliant, and reflect pupils’ normal way of working in line with JCQ guidance. • Oversee the implementation and review of SEND support plans across subjects and year groups, identifying inconsistencies or barriers to impact. • Maintain routine operational communication with parents and carers regarding SEND provision, adjustments, and progress, escalating concerns where required. • Work with feeder Primary schools, other schools, educational psychologists, health and social care professionals and other external agencies to support transition, assessment, intervention, and review processes. • Act as the first point of contact for SENAR, coordinating information flow and timelines, without holding statutory responsibility. • Meet regularly with Heads of Year and pastoral leaders to maintain and update the provision dashboard, ensuring timely oversight of Wave 2 interventions and support. 	
Stakeholder Duties	
<p>Parents and Carers</p> <ul style="list-style-type: none"> • Act as a consistent operational point of contact for parents/carers regarding SEND provision, support strategies, and progress. • Communicate updates on support plans, interventions, access arrangements, and review outcomes. • Support parental engagement in Assess–Plan–Do–Review cycles and statutory processes, escalating concerns to the SENDCo where required. 	

Staff Support

- Provide practical, day-to-day advice to teaching staff on reasonable adjustments, classroom strategies, and inclusive practice.
- Support staff in understanding and implementing SEND support plans effectively.
- Work alongside the SENDCo to identify training needs for staff and how to meet these needs.
- Deliver and contribute to SEND-related CPD and training, as delegated by the SENDCo, including support for new and non-specialist staff.

Student Progress and Transition

- Monitor and track the impact and effectiveness of SEND provision, including academic progress, participation, and wellbeing.
- Use qualitative and quantitative data to inform interventions and report on impact to relevant stakeholders.
- Lead and coordinate SEND-specific transition arrangements at all key stages, working closely with pastoral teams and administration to ensure continuity of support.
- Ensure that if a pupil transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the pupil.

General Administration

- Support the SENDCo with documentation, casework management, and preparation for meetings, reviews, inspections, and audits.
- Maintain accurate, current, and compliant records for all pupils with SEND, including support plans, reviews, and evidence logs.
- Coordinate and complete internal testing for JCQ access arrangements, ensuring records are stored, auditable, and available for inspection.
- Ensure the SEND register is accurately maintained, regularly reviewed, and that live information is shared appropriately with staff and relevant stakeholders.
- Manage and oversee day-to-day workflows of the SEND Administrator, ensuring tasks are completed accurately and within agreed timescales.
- Support data returns, trackers, and dashboards linked to SEND provision, access arrangements, and interventions.
- Ensure secure handling and appropriate sharing of confidential SEND information in line with GDPR and school policies.

Leadership & Management of SEND

- Promote and model a culture of high expectations, inclusion, and ambition for all students with SEND.
- Support the SENDCo in ensuring SEND practice is consistent, equitable, and well-embedded across the school.
- Contribute to operational leadership of the SEND team, supporting clarity of roles, routines, and workload management.
- Manage the timetabling and deployment of SEND staff and resources to meet pupil needs effectively.
- Lead and manage Higher Level Teaching Assistants and Achievement Assistants working with pupils with SEN or a disability, including staff Performance Management reviews in line with the Trust's policy.
- May deputise for the SENDCo as required for operational matters, without holding or assuming statutory accountability.

Safeguarding

- Ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- To identify children who may benefit from early help as soon as possible and discuss this with one of the DSLs.
- To consider at all times what is in the best interests of the child.

- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- To take action to enable all children to have the best outcomes.

Other Duties

- To continue personal development as agreed.
- To engage actively in the Performance Management review process.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be 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 adhere to CRST's agreed Code of Conduct.
- 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 the post- holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.