



## **Job Description – Deputy Special Educational Needs Coordinator**

**Responsible to:** Special Educational Needs Coordinator (SENDCO)

### **Job Purpose**

- Support the SENDCO to develop and implement the strategic vision for SEND
- Support the SENDCO to ensure that statutory requirements for supporting students with SEND are met
- Provide professional guidance to colleagues and work closely with staff, parents and other agencies.
- Ensure that pupils with SEN receive appropriate support and high-quality teaching.
- Work with wider professionals to provide support to families.
- Manage a team of Teaching Assistants to deliver support to students and groups both in the classroom and in small groups.

### **Objectives:**

Support the SENDCO to:

- Raise the standard of achievement of students with SEND
- Increase staff confidence and competence in working with students with special educational needs.
- Promote the inclusion of SEND pupils in the school community.

### **Core Roles/Responsibilities**

- Create and oversee the calendar of review meetings for students on the SEN register
- Oversee and carry out review meetings with parents and students who are on the SEN register under School Support, as agreed with the SENDCO
- Update and circulate Student Profiles
- Develop and support wider staff group to effectively carry out review meetings
- Collate feedback and write relevant reports for Annual Reviews of students with EHCPs
- Lead Annual Review meetings for a group of students with EHCPs as agreed with the SENDCO
- Liaise closely with other colleagues in school to ensure students with SEND are effectively supported within our pastoral systems
- At snapshot points, liaise with SENDCO about the progress of students with SEND
- Collect and interpret specialist assessment data and ensure teachers use this effectively when planning for individual students;
- Attend ABC meetings and analyse relevant attendance and behaviour data with the aim of improving outcomes for SEND students in these areas

- Contribute to relevant reports to governors and other school leaders as required
- Support the teachers, pastoral staff and the Exams Access Coordinator to identify students who may have additional needs
- Liaise with the pastoral team to develop individualised programmes for students with SEND
- Liaise with teaching staff to support adaptations for individual students according to their SEND
- Take a lead role in managing and supporting students accessing Learning Support
- Line manage Teaching Assistants (TAs) under the oversight of the SENDCO
- Oversee and manage TA timetables
- Carry out Performance Development process for TAs
- Oversee the day-to-day changes to TA timetables to cover absence
- Take part in, and where necessary coordinate, the TAF process for students with SEND, in liaison with pastoral and safeguarding teams
- Attend other safeguarding meetings as required
- Work with the SENDCO and transition team to ensure the smooth transition of students into year 7
- You will be expected to be familiar with the content of the school's current Safeguarding Policy, together with the 'Keeping children safe in education' statutory guidance for schools (as amended) and promote and ensure the safeguarding of students at the school.

### **Additional Roles/Responsibilities**

- Undertake professional development activities to increase own effectiveness
- Oversee the accurate maintenance and distribution of the SEND register; review the SEND register annually with the SENDCO

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