



Job Description

Post Title: Deputy SENDCo

Responsibility: To work as part of the SEND Team in supporting, coordinating, and monitoring provision for students with special educational needs and disabilities, ensuring inclusive practice and high-quality support in line with statutory requirements and the School's policies and procedures.

Responsible to: Assistant Head Teacher: SENDCo

Line management responsibility for: SEND Administrator & Teaching assistants (jointly with SENDCO)

Salary: £30,279 -33,003. Actual Salary: £25,899 - £28,229

Hours: 40 Hours per week/ 5 days per week/39 weeks per year (8:00 – 16:30)

Duties:

- To assist the SENDCo in leading the provision of SEND within Wixams Academy and to deputise in their absence when required.
- Within the context of the Trust's aims and policies and the SEND Code of Practice, to work with the SENDCo to develop and implement SEND policies, plans, targets and practices.
- To support high-quality teaching and learning for students with SEND, ensuring all learners are able to make good progress.
- To support the SENDCo in managing the team of Teaching Assistants on a day-to-day basis.
- In conjunction with the SENDCo, to support the appraisal process for Teaching Assistants.
- To work with the SENDCo and other staff to ensure that Individual Education Plans (IEPs) are maintained, regularly reviewed and used effectively so that learners meet their targets through appropriately matched teaching.
- To communicate effectively with parents/carers of students with SEND.
- To support the SENDCo in the coordination, implementation and evaluation of interventions.
- To support the SENDCo in ensuring a robust process for identifying students for the

SEND register and maintaining an accurate and up-to-date register.

- To ensure teachers prepare appropriate curriculum resources so that students on the SEND register can access learning.
- To liaise with relevant external agencies to ensure that individual students' special educational needs are met effectively and that the requirements of Education, Health and Care Plans (EHCPs) are fully implemented.
- To attend meetings with, or on behalf of, the SENDCo as required.
- To assist the SENDCo with transition arrangements, including attending meetings with feeder schools and supporting students moving between key stages.
- To ensure records are kept up to date for students with SEND and that progress within interventions is tracked effectively.
- To be responsible for completing relevant SEND administration, including Early Help Assessments (EHAs) and examination Access Arrangements.
- To complete referrals to external agencies as required.
- To maintain confidentiality and ensure accurate and detailed records of meetings and discussions with parents/carers and external agencies are kept securely.
- To maintain a thorough and up-to-date knowledge and understanding of current research and best practice in supporting students with SEND.
- To undertake relevant CPD linked to the role (e.g. Access Arrangements Assessor training).
- Uphold and promote the safeguarding and welfare of all students, ensuring school policies and statutory guidance are followed at all times.

PERSON SPECIFICATION FOR LEARNING SUPPORT ASSISTANT

	Essential Criteria	Desirable Criteria
Qualifications	<p>Good honours degree.</p>	<p>Relevant postgraduate qualification in SEND.</p> <p>Willingness to complete and achieve the National Award for SEND Coordination (NASENCo), where appropriate.</p> <p>Willingness to complete the CPT3A / Educational Testing qualification.</p>
Experience	<p>At least 2 years' experience of working with children who have special educational needs.</p> <p>Previously worked with children of a similar age.</p>	<p>Experience of working within a secondary and/or sixth form setting.</p> <p>Experience of delivering CPD to staff linked to SEND.</p> <p>Experience of supporting or coordinating SEND provision within a school setting.</p> <p>Experience of working with external agencies to support students with SEND.</p> <p>Experience of line managing teaching assistants or other support staff within a school setting, including coordinating workloads, providing guidance, and supporting professional development.</p>
Knowledge & Skills	<p>Knowledge of SEN Code of Practice.</p> <p>Knowledge and understanding of educational developments and their implications for SEND.</p>	<p>Strong knowledge of SEND systems, processes and statutory requirements (including the SEND Code of Practice).</p> <p>Knowledge of the Exam Access Arrangements process.</p>

		<p>Ability to effectively coordinate and monitor provision for students with SEND.</p> <p>A strong understanding of effective cross-agency working between safeguarding and SEND teams to support the holistic needs of students.</p> <p>Ability to analyse information and maintain accurate records linked to SEND provision.</p> <p>Ability to lead and manage change effectively within a school context.</p>
<p>Personal competencies and qualities</p>	<p>Ability to relate effectively with and gain the respect of staff and pupils.</p> <p>Ability to develop appropriate links with parents and the wider community (including external agencies and professionals).</p> <p>Ability to evidence and maintain records and manage and use information and data effectively.</p> <p>Personal confidence, presence and authority.</p> <p>Enthusiastic and self-motivated, patient.</p> <p>Diplomatic, confidential and professional.</p> <p>Willing to be flexible and to meet the needs of Wixams Academy.</p> <p>A commitment to equal opportunities practices and inclusion.</p> <p>Commitment to ongoing personal development.</p>	<p>Demonstrates initiative, resilience and a solution-focused approach.</p> <p>Ability to implement a range of management and leadership styles, providing appropriate levels of support and challenge.</p> <p>Strong interpersonal and communication skills, with the ability to build positive relationships with staff, students, parents/carers and external professionals.</p> <p>Commitment to inclusive practice and improving outcomes for students with SEND.</p>