

Job Description: DEPUTY SENDCO

Responsible to:	SENDCO
Job Type:	Permanent
Grade:	M1 – M6
Hours per week:	26
Working weeks:	38
Location	¹ Larkmead School, Abingdon

The Deputy SENCO is responsible for supporting the SENCO in leading and developing teaching and learning ensuring progress for children on the SEND register (or those who may need to be added to the register), and management of Support Staff working with SEND children.

Main purpose

The Deputy SENCO, under the direction of the SENCO, will:

- Support the SENCO to develop and implement the strategic vision for SEND
- Support the SENCO to lead the provision of SEND in the school
- Support the SENCO to ensure that statutory requirements for supporting students with SEND are met
- Provide professional guidance to colleagues and work closely with staff and parents
- Ensure that pupils with SEND receive appropriate support and quality first teaching
- Manage a team of Teaching Assistants to deliver support to students and groups both in the classroom and in small groups

Duties and responsibilities

- Oversee and carry out review meetings with parents of students who are on the SEN register under School Support, as agreed with the SENCO
- Update and circulate Student Profiles
- Develop and support other staff 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 SENCO

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- Liaise closely with other colleagues in school to ensure students with SEND are effectively supported within the pastoral systems
- Liaise with external agencies to ensure that individual student needs are met effectively
- At tracking points, liaise with SENCO about the progress of students with SEND
- Collect and interpret specialist assessment data and ensure teachers use this effectively when planning for individual students
- Support the teachers, pastoral staff and the Exams team 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 SENCO
- Carry out Performance Development for TAs
- Take part in, and where necessary coordinate, the TAF process for students with SEND, in liaison with pastoral and safeguarding teams
- Work with the SENCO and transition team to ensure the smooth transition of students into year 7
- 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 SENCO and SEND administrator

The Deputy SENDCO will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential/Desirable
Qualifications & Training	
<ul style="list-style-type: none"> Qualified teacher status [note: this is a requirement under the SEND Code of Practice] 	E
<ul style="list-style-type: none"> National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment [note: this is a requirement under the SEND Code of Practice] 	D
<ul style="list-style-type: none"> Degree 	E
Experience	
<ul style="list-style-type: none"> Teaching experience, (minimum of 5 years teaching experience) 	D
<ul style="list-style-type: none"> Experience of working at a whole-school level 	E
<ul style="list-style-type: none"> Involvement in self-evaluation and development planning 	D
<ul style="list-style-type: none"> Experience of conducting training/leading INSET 	D
<ul style="list-style-type: none"> Experience of line management of a team of staff 	D
<ul style="list-style-type: none"> Experience of involvement in TAF meetings 	D
Knowledge & Skills	
<ul style="list-style-type: none"> Knowledge of the SEND Code of Practice 	D
<ul style="list-style-type: none"> Understanding of what makes 'High Quality' teaching, and of effective intervention strategies 	E
<ul style="list-style-type: none"> Ability to plan and evaluate interventions 	E
<ul style="list-style-type: none"> Data analysis skills, and the ability to use data to inform provision planning 	E
<ul style="list-style-type: none"> Effective communication and interpersonal skills 	E
<ul style="list-style-type: none"> Ability to build effective working relationships 	E
<ul style="list-style-type: none"> Ability to influence and negotiate 	E
<ul style="list-style-type: none"> Good record-keeping skills 	E
<ul style="list-style-type: none"> Ability to diarise appointments, managing timetabling and logistics 	E
<ul style="list-style-type: none"> Organisation skills 	E
Personal qualities	
<ul style="list-style-type: none"> Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school 	E
<ul style="list-style-type: none"> Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability 	E
<ul style="list-style-type: none"> Ability to work under pressure and prioritise effectively 	E

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Nurturing Growth - Inspiring Minds



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| <ul style="list-style-type: none">• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality | E |
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