

Job Description

Job Title	Deputy SENCO
Grade	Main Pay Scale / Upper Pay Scale with TLR
Responsible To	Assistant Headteacher (SENCo)
Staff Managed	HLTA / ATA / GTA
Job Family	Teaching
Accountabilities / Main Responsibilities	
Key Responsibilities	<ul style="list-style-type: none"> • To track termly review meetings for all students with SEN • Manage and oversee the completion of learning plans for students with SEN • To gather EHC Assessment evidence in line with the application process • To co-ordinate round robins and liaison with class teachers regarding individual students • To support the SENCo with the early identification of students with SEN needs through data analysis, observation and liaison with staff • To complete termly review meetings for those students on your caseload • To be a key point of contact for parents of students with SEN • To gather evidence for the annual review meetings for children with SEN • To attend weekly SEN team meetings to monitor progress, attendance and referrals • To lead on the use of assistive technology in the classroom
Leadership	<ul style="list-style-type: none"> • To support the SENCo in leading the provision for SEN within school • To support the SENCo in managing the implementation of an inclusive curriculum delivery. • Liaise with parents/ carers and external agencies to support the school's provision for SEND students. • To work with the SENCo, in agreement with parents, to refer SEN students to outside agencies/applications for resources and assessments • Ensure accurate and detailed records are kept of meetings and discussions with parents and outside agencies • Complete Annual Review (AR) documentation and carry out AR meetings as required. • Maintain SEND paperwork in line with the Code of Practice • To write or assist with applications for statutory assessment.
Key Accountabilities	<ul style="list-style-type: none"> • Deputise for the SENCO in their absence in order to uphold the following responsibilities: • Ensure that all members of staff recognise and fulfil their statutory responsibilities to students with special educational needs. • To be accountable for the social and academic development of students with SEND. • To have the strategic overview for the school's SEND policy and oversee its day-to-day implementation. • Provide training opportunities for staff in order to aid the learning of students with special educational needs and disabilities and support the school's commitment to Quality First Teaching. • Disseminate good practice in meeting individual special educational needs across the school • Lead the staff in developing accessible learning experiences for students with special educational needs and disabilities • Contribute to transition arrangements for students with SEN at primary /secondary transfer.
Departmental Personnel	<ul style="list-style-type: none"> • Contribute to the appointment and induction of new staff in the learning support team • Undertake performance reviews for assigned staff • Monitor and evaluate the performance and effectiveness of all staff in the learning support team

	<ul style="list-style-type: none"> • Provide opportunities for the development of staff skills and knowledge in the learning support team
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. • Know about data protection issues in the context of your role.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

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	Essential	Desirable (if not attained, development may be provided for successful candidate)
Qualifications		
<ul style="list-style-type: none"> • Qualified teacher status • Be willing to work towards the SENCO qualification (NPQSEN) • Honours degree to include study of specialist subject 		<ul style="list-style-type: none"> • Evidence of recent CPD
Experience / Knowledge		
<ul style="list-style-type: none"> • Recent teaching experience in the relevant key stages • Experience of planning and delivering curriculum at relevant key stages • A thorough knowledge and understanding of all relevant aspects of the National Curriculum in relation to the post • Be able to develop positive collaborative relationships with parents, carers and external agencies 		<ul style="list-style-type: none"> • Experience of leading meetings with parents, carers and external agencies • Experience of working with and supporting students with SEN • Knowledge of various SEN conditions
Skills		
<ul style="list-style-type: none"> • Transferable ICT skills • Excellent time management • Efficient record keeping 		<ul style="list-style-type: none"> • Ability to work under pressure
Attitude and Values / Personal Qualities		
<ul style="list-style-type: none"> • Ability to relate to and build relationships with students, parents, and other members of the school community • Enthusiasm and commitment to the aims and objectives of the school • Good communication skills • A strong team player 		<ul style="list-style-type: none"> • Willingness to participate fully in school activities
Other Requirements		
<ul style="list-style-type: none"> • Enhanced DBS clearance • Ability to work successfully in a team • Able to exercise discretion and judgement • Confidentiality • Flexibility • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline 		