

JOB DESCRIPTION

Job Title:	Deputy Special Educational Needs Co-ordinator (SENCO)	Salary: Main Professional Grade + TLR2C
Location:	Whitley Academy	Line Manager: SENCO

Job Purpose

- To support the SENDCo to strategically lead the direction and development of support for students with SEND and ensure they are supported to reach their full potential.
- To support the work of the SENDCo to raise standards of student attainment and achievement.
- To lead on the daily operational duties for the SEND team.
- To liaise with Outside Agencies to support students with SEND.
- To deputise for the SENDCo when necessary.
- To work with the SENDCO to support the re-integration of students who are experiencing a period of school refusal or lesson avoidance.

Accountabilities:

- Responsible for Teaching Assistants/High Level Teaching Assistants
- Line Managed by the SENDCO

Key Responsibilities:

Lead the daily operational duties for the SEND team. This will include:

- To support the SENDCo to meet the needs of learners with SEND including conducting annual reviews, evaluating the impact of provision and implementing strategies that remove barriers to learning.
- Supporting the Teaching Assistants/High Level Teaching Assistants in managing the needs of specific students and to provide advice on particular strategies to help address these.
- Support Teaching Assistants/High Level Teaching Assistants in working towards the targets set for students.
- Assist the SENDCo in making applications for EHCPs for students with SEND.
- After each progress report cycle, monitor individual SEND students' progress across their subjects and prepare further intervention support, if required.
- After appropriate training, lead Annual Review meetings with parents and external agencies for all students with an Education, Health and Care Plan Support for students. This will include:
 - Identifying those students who may need particular help or intervention and communicate this to relevant staff.
 - Developing and delivering interventions to targeted students ensuring that all interventions include baseline assessment and track progress.
 - Ensuring appropriate provision for students with SEND.
 - Assisting the SENDCo to ensure provision as set out in individual students' Education, Health and Care Plans so that appropriate support is provided.
- To act as a key point of contact for students with SEND.

- Assist the SENDCo in maintaining the SEND Register, and provide strategy sheets for students with SEND, where appropriate.
- Monitor and track the progress of students with SEND support, and those with EHCPs, in order to ensure consistently high attainment, providing reports where required.
- Assist the SENDCo in ensuring provision for students with SEND who do not qualify for an Education, Health and Care Plan, within the school's means.

To be jointly responsible with SENDCO for the wider effectiveness of SEND practices. This might include:

- Being an advocate for quality first teaching throughout the school and support teachers in maintaining or developing this expectation.
- Supporting Heads of Department in Learning Walks, to monitor and evaluate the implementation of support plan strategies and learning outcomes for students with SEND.
- Promoting student inclusion in the school community and access to all parts of the curriculum.
- To maintain a high profile with parents.
- Keeping abreast of developments in the field of SEND.
- Promoting the removal of barriers to learning.
- Leading assemblies to raise awareness of SEND.
- Leading whole staff training.

Communication:

- Ensure effective communication with parents, responding to parental concerns and alerting Leadership Team and colleagues as necessary.
- Assist the SENDCo to develop and maintain effective communication with partner organisations, the Local Authority, external agencies and parents, to improve SEND provision, delivery and individual SEND student achievement.
- Communicate up to date SEND information to all school staff.
- Liaise with other key personnel within the school and across the Trust.
- Liaise with teaching staff regarding provision for pupils with SEND.

To undertake appropriate training and development for the role:

- Gaining insight into practice at other schools.
- Undertaking training for coaching and similar demands of the role as they arise.
- Accessing up-to-date training in each of the four areas of SEND.
- National SENDCo Award (if not already achieved).