

Job Description

Post Title:	Deputy SENCO
Location:	Arnold Hill Spencer Academy
Salary/Pay Range:	NJC23 – NJC28 £31,390 - £34,705 (actual salary)
Hours of work:	Full Time 37 hours per week, Term Time Only + 2 Weeks. Permanent.
Reporting to:	SENCO

The post involves coordinating and delivering support and interventions for pupils with a range of special educational needs and disabilities, in particular pupils with autism and social emotional and mental health difficulties (including ADHD, attachment issues, anxiety).

Purpose of Role

- To provide effective line management of the SEN faculty
- The management and development of areas of expertise of SEND as agreed, either KS4
- Assisting the SENCO in leading high quality SEND provision
- Liaising with agencies and county professionals to support Educational Health Care Plans
- To contribute to raising standards of student attainment and achievement within the Academy
- To raise the aspirations and outcomes of students through coaching and mentoring
- To share best practice in order to develop and enhance the performance of others
- To organise, lead and manage the SEND review process for all students on the SEN register
- To identify and access funding for SEND and liaise with the family SENCO
- To attend family SEN meetings and prepare reports and requests for springboards

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

- Identify and assess students with SEND profiles.
- Support the development and monitoring of support plans and Education Health Care Plans (EHCPS).
- Set up, manage and review timetables for in class support and interventions delivered by the SEN Team.

- Support teachers within the classroom and work with small groups of students on a one to one basis.
- Work with teaching staff to ensure students are able to access effective learning within the classroom.
- Work closely with subject teachers to contribute to the maintenance of an appropriate working environment.
- Carry out specific small group and individual teaching for students with additional needs and those with low literacy and numeracy skills including assessing students.
- Plan and deliver alternative core subject and option courses for pupils as required.
- Assess students' reading ages and carry out screening for other special needs such as dyslexia.
- Record the outcome of student assessments of progress in intervention on a regular basis so that records are always up to date and impact is measured.
- Communicate regularly and effectively with the parents of students with SEN providing regular updates on student progress and by holding meetings and interviews, writing letters, conducting surveys, updating the website and making telephone calls.
- Communicate regularly and effectively with staff to collect information and disseminate data and up to date information about students.
- Work with the Exams Officer and SENCO to ensure that students receive the support they are entitled to for examinations and keep up to date with JCQ guidelines.
- Be responsible for students with medical conditions and ensuring accurate records are kept.
- Ensure all student records are accurate and up to date.
- Manage KS2 to KS3 transition for SEND students, liaising with primary schools.
- Promote and develop effective personal development of pupils with SEND to ensure they are well prepared for the future.
- Attend Parents Evenings and SEN drop-ins to meet with parents of students with SEND.
- Establish and promote productive relationships with students, acting as a role model and setting high expectations.
- Establish constructive relationships and communicate with relevant staff to support students' learning and progress.
- Promote social and emotional development of students.
- Accompany students on Educational Visits and other off site activities.
- Supervise students during examinations, breaks, lunchtimes and other unstructured times when required.
- Work collaboratively with all staff in order to extend the learning opportunities of all students.
- Establish working relationships with external agencies to support students as appropriate and to attend multi-agency meetings as appropriate.
- Deal with responses for requests for information from professionals in a timely manner and with meticulous attention to detail.
- Take and keep accurate records of minutes of meetings.
- Keep the SEND diary up to date in liaison with the SEN administration and SENCO.
- Support the SENCO to provide induction programmes and training for new employees within the SEN team.
- Support the SENCO in preparing and delivering CPD.
- Be responsible for referring to outside agencies for additional support, including early help referrals.
- Work closely with the Safeguarding Lead and Deputy to ensure effective safeguarding of all children, in particular vulnerable groups.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓ ✓	
GCSE Maths and English grade C or equivalent		✓
NVQ Level 3 or 4 for Teaching Assistants, a teaching qualification, degree or equivalent		✓
Experience of managing staff	✓	
Understanding of National and Local Policies for SEND	✓	
Previous experience in an education environment		
Experience of working with students, parents and professionals	✓	
Experience of training and knowledge in relation to the code of practice		
Experience and understanding of safeguarding and child protection procedures	✓	
Knowledge and skills		
Ability to build and form good relationships with students, parents/carers and colleagues	✓ ✓	
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals	✓	

Ability to work constructively as part of a team, understanding school roles and responsibilities including own	✓	
Good standard of numeracy and literacy skills	✓	
Ability to use basic ICT packages and equipment effectively	✓	
Ability to absorb and understand a wide range of information	✓	
Basic understanding of child development and learning principles	✓	
Working knowledge of behaviour management strategies	✓	
Working knowledge of national curriculum and other basic learning programmes / strategies	✓	
Working knowledge of relevant policies and procedures, and awareness of relevant legislation		
Personal qualities		
A diplomatic and patient approach	✓	
Able to appropriately deal with confidential information / situations	✓	
Able to follow direction from Line Manager	✓	
Initiative and ability to prioritise one's own work and meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	
Evidence of excellent attendance and punctuality record	✓	
Recognition of the importance of personal responsibility for Health & Safety.	✓	
SEN and a positive, "can do" approach to learning	✓	
A supportive ethos of enhancement, study support and extracurricular activities	✓	
Commitment to the school's ethos, aims and its whole community	✓	
Flexible working practices and willingness to go that "extra mile"	✓	
Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with	✓	
Not barred from working with children	✓	