

Job Description

Job title: Deputy SENCO
Reports to: SENCO
Location: Sir Geoffrey Leigh Academy

Job purpose

To assist the SENCO in leading and managing the SEND provision for pupils identified as having Special Educational Needs and Disabilities (SEND) so that they achieve the best possible outcomes.

To assist in promoting high-quality teaching, effective use of resources, high challenge and high support, and high standards of learning and progress for all students.

Key Functions

- To assist the SENCO in leading the provision for SEND within the Academy in the context of current legislation.
- To manage resources for SEND students across the Academy to ensure that they are used efficiently, effectively, and safely.
- To support the SENCO in managing the implementation of an inclusive curriculum for students.
- To work with the SENCO to develop, manage and maintain provision maps for students.
- To support the SENCO with the coordination of the daily TA duties and timetables.
- To support the SENCO with the development, implementation, and deliverance of intervention groups and support.
- To deputise for the SENCO in non-statutory matters relating to SEND.

The candidate would ideally also:

- *Be a qualified SENCO or willing to gain the qualification.*
- *Deliver and organise intervention sessions for SEND students across the academy.*
- *Continue teaching, on reduced loadings, in their specialist subject area.*

Specific Responsibilities

Student Progress

Work with the SENCO and other staff to ensure that students are making progress and achieving the best possible outcomes by supporting the SENCO in the following tasks and responsibilities:

- Use data effectively to identify students who are not making satisfactory progress.
- To ensure Individual Learning Plans are used to set subject-specific targets and match work well to pupils' needs through liaising with subject teachers.
- Support the SENCO with the observations of pupils who are raised through the SEN referral process and be able to identify traits of potential needs.
- Create and implement effective personalised plans of action to support pupils.
- To monitor the progress of students with SEND and advise the SENCO.

Administrative Tasks

- To support the SENCO with the organisation, coordination of meetings, conducting them where necessary, for example, annual reviews.
- To liaise with relevant outside agencies to ensure that individual pupil needs are met effectively.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the SENCO.
- Ensure with the SENCO that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To support the process of access arrangements in liaison with the Examinations Manager.
- Work with the SENCO and teaching staff to collate, track and implement EAA requests.

Statutory Processes

- To help assist the SENCO and ensure that the requirements of EHCPs funding applications are fully met.
- To support the provision of SEND, through writing Individual Learning Plans and ensure that staff is kept informed of pupils' SEN.

Working with Students

- Gather and collate information about individual students, including carrying out observations where appropriate.
- Administer, interpret, and report on appropriate tests and screening tools.
- Plan, deliver, evaluate, and report on appropriate interventions under the guidance of the SENCO.
- Implement mentoring and therapeutic sessions with students following the relevant training.
- Provide emotional support to students with SEMH where necessary.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.