



Stepney All Saints School

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Headteacher: Mr B Siaw

JOB DESCRIPTION

Job Title: Deputy SENCo (Teaching)

Contract type: Permanent

Reporting to: SENDCo

Overview:

- Supporting the SENDCO in all aspects of the management of the Learning Support team and delivery of its services on a day to day basis
- To teach students with Special Educational Needs in small withdrawal groups, and to coordinate and liaise with the SENDCO to implement a programme of cross-curricular SEND and EAL teaching and learning across the school.
- Liaise with relevant internal and external stakeholders to ensure that effective provision is in place for students with SEND.

The key responsibilities:

- Teach your specialist subject at a secondary level across key stages.
- Ensuring that appropriate schemes of work, including related SEND assessment processes, are in place and regularly reviewed.
- Teach small withdrawal group lessons in line with pupils' needs.
- To lead and coordinate morning literacy.
- Identify and adopt the most effective teaching approaches for students with Special Educational Needs.
- Monitor the quality of SEND and EAL teaching and learning.
- To deliver ASDAN.
- Assisting the SENDCO with the identification, assessment and provision for all children with Special Educational Needs or Disabilities and deputise for the SENDCO if required.
- To assist with the smooth day-to-day running of the Department.
- Supporting the SENDCO by providing a strategic vision for the Department.
- Raising standards of SEND student inclusion, attainment and achievement by monitoring and supporting student progress.
- Advising staff with developing a broad, balanced and inclusive curriculum to help SEND learners succeed.
- To report termly to SENDCO on departmental intervention performance and resultant student progress so that interventions can be refocused as appropriate.
- Work with the SENDCO to provide reports to the Governors, the Principal and the Local Authority on the provision for and progression of students with SEND Standards/ Quality Assurance and Additional Responsibilities and deputise for the SENDCO where necessary.
- Following Health and Safety requirements and initiatives as directed.



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- Ensuring compliance with data protection legislation and SEND legislation.
- Support with Access Arrangements and undergo relevant training for assessment.
- Complete Planned Do Review Meetings.
- Engaging in liaison meetings with appropriate outside agencies, under the direction of the SENDCO e.g. Ed Psych, Speech and Language service, Phoenix, AWA and LA and to facilitate opportunities for external agencies to work with students and staff when appropriate.
- Take part in parental meetings including leading on TAC for SEND pupils.
- Take a leading role in the Transition for KS3.
- Support and lead on coffee mornings.
- Maintain up-to-date information for SEND.
- The Deputy SENDCO will coordinate round robins, gathering evidence to support students.
- Gather together EHCP evidence in line with the application process and write or assist with applications for statutory assessment if required i.e. EHCP/ASDAS, SPA.
- Lead small groups of student intervention Settings and Achieving High Expectations.
- Promote Autonomy, where students engage fully within the education.
- Ensure standards of support across this area are effective and in line with current safeguarding regulations.
- Support the SENDCO in ensuring the effective and efficient management of the SEND Budget.
- Provide staff with the relevant and necessary information/training so that they have a clear direction and understanding of the needs of SEND students.
- Ensure staff are developed and performance is managed appropriately in line with the management role of HLTA's.
- Develop and grow strong and effective relationships with all parents.
- Develop strong links with local neighbouring/services schools to ensure opportunities for our SEND students are at the highest level.

Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.



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This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed

Date _____

Postholder (PRINT NAME & SIGN)

Signed

Date _____

Headteacher