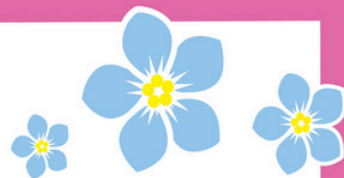


Job Description

Deputy SENCO



Status of the post

Full time.

Salary: Main Teacher's Pay Scale: MPS / UPS depending on the successful candidate

Start date: After February half term (2027) or earlier.

Main responsibilities of the post

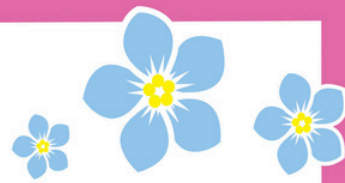
We are seeking an aspiring leader with a proven track record of delivering high-quality, inclusive, and aspirational classroom practice / teaching in a secondary setting. Working closely alongside the SENCO, you will help lead, develop, and manage our SEND provision to ensure every student is supported to reach their full potential.

As a highly reflective practitioner, you will combine a sound knowledge of the SEND Code of Practice with practical, classroom-based strategies to support teachers' practice. You will build and maintain positive relationships with parents and carers, with all aspects of your practice underpinned by our commitment to a relational approach to behaviour.

There will be an expectation that you will teach some lessons. At Belvedere, we operate a two week, 50 hour timetable cycle. Over the course of this cycle, you will be expected to teach between 15-20 periods per cycle, depending on the need in the curriculum area in which you belong.

Responsibilities include:

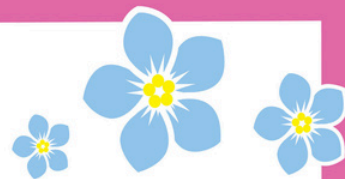
- Contribute to SEND compliance in alignment with the SEND Code of Practice, with specific responsibilities tailored to the strengths of the successful candidate.
- Oversee the design, implementation, and regular review of the school's SEND provision map to ensure support is accurate, targeted, and impactful.
- Continuously monitor and quality assure pupil passports and learning plans to evaluate impact and track pupil progress.



- Conduct structured classroom and social observations of pupils exhibiting traits of neurodivergence, such as ADHD, Autism, and Sensory Processing needs.
- Gather robust evidence, complete diagnostic observational profiles, and write high-quality referral packages for NHS pathways, including Alder Hey, CAMHS, and Community Paediatrics.
- Observe secondary classroom practice to assess accessibility, adaptive teaching, and learning environments.
- Provide actionable, subject-specific feedback to teachers to remove barriers to learning and make daily instruction more inclusive and adapted.
- Co-design and deliver staff CPD on inclusive practice.
- Support the deployment and professional development of teaching assistants.
- Take a strategic overview of the SEND intervention and enrichment programme.
- Work alongside the SENCo and Examinations Officer to take a central role in both internal and external examinations, including access arrangements and invigilation.
- Work with parents, carers, pastoral staff, and external agencies to identify, intervene, and monitor the needs and progress of students with SEND using the assess-plan-do-review cycle.
- Write applications for adjustments to high needs funding.
- Liaise with the local authority and NHS trusts, including Alder Hey, on all relevant matters of SEND.
- Line manage Teaching Assistants.
- In time and subject to business need, maintain a reduced teaching timetable, with the subject area to be negotiated based on the successful candidate's expertise and subject specialism.

Other Responsibilities:

- To follow all the whole Academy and departmental policies and practices
- To attend and participate in all calendared meetings as appropriate to your level of responsibility
- To participate fully in arrangements for preparing students for external examinations
- To play an active part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy
- To take all registers promptly in line with Academy policies
- To undertake supervision duties before, during and after school in line with the Academy's duties policy



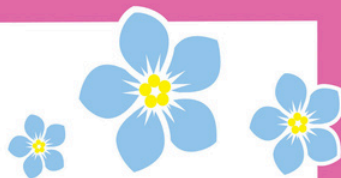
- To take responsibility for the effective management of resources in your care
- To ensure that all Health & Safety requirements are complied with
- To ensure the environment within the curriculum area is conducive to learning
- Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and service.
- Uphold the guidance and principles of the Safeguarding policy, Staff Code of Conduct and the DfE's document 'Keeping Children Safe in Education'.
- To make an active contribution to the Academy's ongoing self evaluation process
- To play an active part in the provision of a range of enrichment activities and extra curricular activities across the curriculum area
- Carrying out any other reasonable duties as assigned by the Principal

Note: Responsibilities are flexible and will be tailored depending on the strengths and expertise of the successful candidate. Furthermore, the role is always evolving and may need adjusting in line with the needs of the pupils. The teaching element of the role is very much dependent on the need in the curriculum area in which you belong.

Please scroll to next page to see the Person Specification for this role.

Person Specification

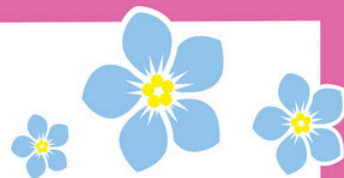
Deputy SENCO



Characteristics	Essential	Desirable
Evidenced: A - Application Form LO - Lesson Observation I - Interview R - Reference DBS - Disclosure and Barring Service		
Qualifications	Qualified Teacher or Early Careers teacher (ECT) (A) Subject specific qualification at degree level (A)	Evidence of continuous professional development (A) Willingness to undertake further professional development (A)
Experience and Knowledge	Experience of supporting pupils' with SEND. (I, R) Evidence of continuing professional development related to SEND and inclusive practice. (A, I) Experience of assessing, monitoring, and evaluating the progress of pupils with SEND using the Assess-Plan-Do-Review cycle. (A, I) Strong understanding of neurodivergent traits (e.g., ADHD, Autism, Sensory Processing needs) and effective adaptive teaching strategies. (A, I) Clear understanding of secondary subject curricula and how to adapt daily instruction without compromising pitch or expectation. (A, I)	Working with a range of external agencies. (I, R) Working with students on a 1:1 basis and small groups/classes. (A, I) Experience in completing NHS pathway referral packages (e.g., Alder Hey, CAMHS, Community Paediatrics). (A, I) A willingness to complete the NPQSENCO. (A, I) Familiarity with High Needs Funding applications and Local Authority EHCP procedures. (A, I)
Visions and Values	Commitment to a comprehensive, inclusive, but highly academic education (A, I) Commitment to safeguarding and protecting children and young people (I, R) Passion for own subject specialism/excellence (R, I) A willingness to contribute to the Belvedere Academy Enrichment programme (A, I)	A willingness to be a positive change-maker and contribute ideas, energy and ambition to the development of the Academy (A, I)

Person Specification

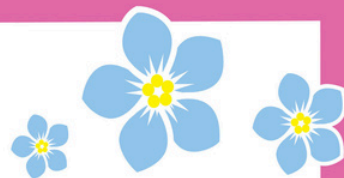
Deputy SENCO



Characteristics	Essential	Desirable
Evidenced: A - Application Form LO - Lesson Observation I - Interview R - Reference DBS - Disclosure and Barring Service		
Skills/ Aptitudes	Ability to motivate learners of all abilities to learn and make good progress (LO) Very good oral & written communication skills (A, I) Ability to listen and respond to young people establishing excellent relationships with them (LO) Ability to analyse data effectively and use data to set clear, challenging targets (I, R) Ability to use ICT for planning, teaching, organisation and assessment purposes (R) Excellent observational and analytical skills to assess pupil behaviour, learning barriers, and neurodivergent traits. (R, A) Ability to reflect upon own practice & respect the contribution of others (I, R) Ability to give constructive, actionable feedback to teachers that improves classroom accessibility (R, A) Ability to work effectively as part of a team (R, A)	Ability to use digital technologies (e.g. Google Classroom) effectively (R, I) High level of administrative accuracy and report-writing skills for clinical referrals and official paperwork (A, I)
Personal Qualities	Good sense of humour and positive attitude (R) Excellent role model to students (R) Conscientious, honest and reliable (R) Good health, punctuality and attendance record (R) A calm and patient approach (R, I)	Understanding Health and Safety (I)

Person Specification

Deputy SENCO



Characteristics	Essential	Desirable
Evidenced:	A - Application Form DBS - Disclosure and Barring Service	LO - Lesson Observation I - Interview R - Reference
Personal Circumstances	A criminal records check at enhanced level (DBS)	

How to apply

Further information about the academy is available at www.belvedereacademy.net

To apply, visit <https://belvedereacademy.schoolrecruiter.com/>

Closing date for applications: Monday, 9th November 2026

Interview: Friday, 13th November 2026