



CALLINGTON COMMUNITY COLLEGE

part of WESTCOUNTRY SCHOOLS TRUST



JOB DESCRIPTION

Job Title:	DEPUTY SENDCO
Name:	
Grade:	H (£22,279-£27,041 per annum, pro rata)
Hours:	37 hours per week term time only plus 5 INSET days
Responsible to:	SENDCO
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	Assistant SENDCO/SEND Administrator
Important functional relationships:	<p><u>Internal:</u> Principal, school leadership team, staff, students, Governors.</p> <p><u>External:</u> Parents, Cornwall County Council departments, maintenance contractors, suppliers of goods and services, visitors to the school.</p>

Main purpose of job:

To assist and lead in managing the provision for students identified as having Special Educational Needs and Disability (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all students. To deputise for the SENDCo

Responsibilities

To be a key member of the SEND leadership. To lead on work with EHCP students and line manage members of the SEND Department

Key functions

1. To assist the SENDCo in leading the provision for SEND within school.
2. To lead and oversee the Communication and Interaction provision in the school.
3. To manage appropriate resources for Special Needs and Learning Disability Support and ensure that they are used efficiently, effectively and safely.

4. To develop curriculum resources to ensure that students identified as having SEND have the required levels of support.
5. Within the context of the colleges aims and policies, to work with the SENDCo to develop and implement intervention groups and support.
6. To provide all those with involvement in Special Needs and Learning Support the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
7. To support learning of students as allocated by the SENDCo.
8. To lead on the students with EHCPs.
9. To manage and maintain provision maps.

Specific Responsibilities

1. To offer advice and support to teaching staff in providing a quality first teach approach for students in this area, under the direction of the SENDCo.
2. Keep up to date with key developments across the 4 main areas of SEND needs.
3. Plan and deliver specialist higher level intervention.
4. Regularly use and interpret college data to inform teacher and teaching assistants on the progress and support required for students.
5. Develop and deliver programmes to support students with needs to engage in their learning.
6. Lead, write and submit EHCP applications and coordinate the process from initial application to production of plan.
7. Lead on Early Help, if necessary, for a student.
8. Monitor, assess and review students' progress and data effectively to identify students who are seriously underachieving and where necessary create and implement effective plans of action to support those students.
9. Oversee and write College Individual Learning Plans for CallingtonCommunity College for students with SEND needs ensuring that staff are kept informed of students' SEND, advising on areas to develop and support and to provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students.

10. Organise, lead and submit Education Health and Care Plan reviews for students.
11. Lead with applications for additional funding.
12. Undertake admin tasks necessary for role.
13. To lead and implement part-time timetables for students if necessary.
14. Oversee train and direct staff to deliver small group/individual intervention.
15. Provide staff training, including to teachers and non-teaching staff, in areas of specific SEND need.
16. Lead and liaise with advisors/outside agencies, parents, Safeguarding and Pastoral teams to ensure that individual students SEND are met effectively and that the requirements of Education Health and Care Plans are met fully.
17. Identify/refer for identification of specific needs.
18. To line manage teaching assistants, providing appraisal and CPD guidance.
19. Lead and liaise with teachers and TAs ensuring appropriate differentiation in lessons and delivering/organizing appropriate CPD.
20. Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
21. To work with the SENDCo to promote an inclusive curriculum.
22. To lead meetings of SEND staff, communicate information to staff and co-ordinate resulting action.
23. To deputise for the SENDCo in matters relating to SEND.

General Post Responsibilities:

1. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
2. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
3. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.

4. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.
5. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. WeST (Equal Opportunities Policy/Code of Conduct), national legislation (Health & Safety, Data Protection)
6. Comply with the school support services, school procedures and policies relating to child protection, health and safety, confidentiality and data protection.
7. To be responsible for your own continuing self-development, undertaking training as appropriate.
8. To undertake other duties appropriate to the grading of the post as required.

Signed Date

PERSON SPECIFICATION

CALLINGTON COMMUNITY COLLEGE

Job title: Deputy SENDCO
Department: School based
Person specification prepared by: Callington Community College
Date prepared: September 2021

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<ul style="list-style-type: none">• Experience of working in a busy, fast paced environment• Administrative, report writing and record keeping skills• Ability to analyse data and undertake research to present findings and solutions in a clear manner	Experience of working in a secondary school setting Experience of Sims and CPOMS	Application form/ Interview.
<u>Education & Training</u>	<ul style="list-style-type: none">• Attainment of GCSEs grade C or above or equivalent qualifications (as an alternative, to be able to demonstrate equivalent skills through work experience)• IT competent including Microsoft Excel	Qualifications or training in ASD	Application form.
<u>Special Knowledge & Skills</u>	<ul style="list-style-type: none">• Good knowledge of the SEND code of practice• Able to deliver intervention programmes to individuals or small groups of students• Confidence and ability to train and direct other staff in delivering intervention• Excellent communications skills, both verbal and written, including the effective communication skills with students	Experience of working with children who have needs Autism	Application form/ Interview.
<u>Any Additional Factors</u>	<ul style="list-style-type: none">• Compassionate, caring and non-judgemental• Hardworking and resilient• Acts on own initiative• Creative and innovative• Enthusiastic and committed to meeting the needs of students		Interview.

	<ul style="list-style-type: none">• Ability to work within a Team and independently• Ability to manage own work load• Flexible and adaptable to the needs of the role• Willingness to undertake training		
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