

# Job Description



## DEPUTY SENDCO

<b>School:</b>	Colchester Academy
<b>Reports to:</b>	SENDCO
<b>Salary/Grade:</b>	MPR - UPR & TLR2b £6,225
<b>Hours/Weeks</b>	Full Time
<b>Job Purpose:</b>	The professional duties of all teachers, (other than the Principal) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the requirements of the post of Subject Teacher at Colchester Academy along with the particular duties expected of the post holder have been set out below.

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

#### Teaching

- To be accountable for the highest standard of student attainment within all groups taught.
- Planning and preparing schemes of work and lessons
- Appropriate marking of work, giving students clear guidance on how to improve
- Assessing, recording and reporting on the development, progress and attainment of students in accordance with Academy Policy.

#### Leadership and Management

- Strategic direction and development of the Inclusion Team, along with the SENDCO team within the context of the Academy's aims and policies.
- To establish appropriate procedures for the identification of students with SEN through liaison with Team Leaders, Year Leaders, subject teachers and Form Tutors.
- To ensure the smooth transition from primary or other secondary schools of students already identified as having SEN.
- To manage the referral process for students being placed into the Inclusion Rooms.
- To play a major role in the development of Academy policy and practice on SEN and inclusion.
- To manage the Learning Support and Inclusion Room budgets in accordance with current financial regulations.
- To ensure that SEND students have excellent attendance, behaviour and academic outcome, with the SENDCO.

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## Quality of Teaching and Learning

- To create an effective learning environment through efficient use of resources and support.
- To be responsible for promoting the highest standards of learning and behaviour in the team through monitoring, evaluation and planning.
- To promote positive attitudes to learning through ensuring high quality teaching and consistent implementation of the Academy's Behaviour Policy.
- To advise Team Leaders and Learning Co-ordinators on strategies for differentiation so that the needs of less able students are provided for.
- To advise Team Leaders and Learning Co-ordinators on appropriate assessment procedures for students with SEN within the normal curriculum.
- To promote positive attitudes to learning through ensuring high quality teaching and consistent implementation of the Academy's Behaviour Policy.
- To be accountable for the highest standards of student achievement within the team.
- To ensure that faculty assessments provide accurate data on student performance.
- To ensure teachers within the team know the prior learning and achievement of individual students.
- To liaise with faculty staff to ensure that suitable work is provided for all students in the Inclusion Room.
- To use data effectively to monitor students progress and set appropriate targets for improvement.
- To ensure all staff in the team follow procedures outlined in the Academy Teaching and Learning policy.
- To provide the Vice Principal Curriculum with a report which analyses exam performance and outlines intended actions at the beginning of each academic year.
- To manage the deployment of Learning Support Assistants to ensure all students are able to progress.

## Curriculum Development

- In the case of staff absence ensure that cover work promotes good quality teaching and learning.
- To keep up to date with current thinking/legislation regarding SEN and inclusion and disseminate this to relevant parties.
- To ensure Schemes of Work are in place, up to date and reviewed annually.
- To ensure progression and continuity between Key Stages (including KS2) and Post-16.
- To produce an annual Team Improvement Plan that reflects the curriculum development, the aims and current Academy priorities.
- To ensure effective deployment of resources and efficient use of capitation.

## EHCP's and One Plans

- To ensure that all students on the SEN register have an up-to-date one plan and that these are available to all teaching staff.
- To co-ordinate the annual review process.
- To prepare and write reports for all statutory requirements for statemented students.
- To oversee the production of the SEN register.

## EAL

- To co-ordinate Academy provision for students with EAL ensuring that an up-to-date register of EAL students exists and that teaching staff are provided with appropriate strategies.

## External Agencies

- To liaise with the external agencies, arranging timetables for student assessments and organising contact with parents.
- To liaise with other external agencies, referring students, as appropriate.

## Professional Development

- Participating in the Academy's Performance Management programme.

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- Reviewing and evaluating methods of teaching and programme of work.
- Participating in arrangements for further professional development as a teacher including undertaking professional development which aims to meet needs identified in performance management.

## Student Support

- Maintaining good order and discipline among students and safeguarding their health and safety.
- Promoting the general progress and wellbeing of individual students and assigned classes or groups.
- Providing guidance and advice to students on educational and social matters.
- Making records and reports on the personal and social needs of students.
- Communicating and consulting with the parents of students.
- Attending and supporting in assemblies, registering the attendance of students and delivering appropriate activities in Student Support time.

## Staff Meetings

- Participating in meetings and Professional Development activities at the Academy which relate to the Curriculum, administration or organisation of the Academy, including student support arrangements.

## Cover

- Subject to paragraph 73.9.2 of the STPCD, supervising and so far as practicable teaching any students whose teacher is not available to teach them.

## Health and Safety

- To be responsible for the health and safety of students during lessons and tutor time.

## Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

To carry out such other duties which may be required from time to time, within the grading of the post.

## Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.

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- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

## Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

***Penrose Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation