



JOB DESCRIPTION

JOB TITLE: Deputy SENDCo / Deputy Head of Alternative Learning Faculty

FACULTY: Alternative Learning Faculty

RESPONSIBLE TO: SENDCo/ Head of ALF

SALARY: TLR 2a

PURPOSE:

- To support the Head of ALF/SENDCo with both strategic and operational planning, to ensure that students with SEN achieve the best possible outcomes in line with all other students.
- To line manage members of the TA team
- To ensure the SEND Register updates are on SIMs and A1 Stop SEND Stop are completed

Main Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

In collaboration with the SENDCo/ Head of ALF:

1. Contribute to strategic planning for SEND within the whole school by:

- Developing and supporting effective practice for SEND students to ensure that they make progress in line with other groups.
- Supporting outstanding practice in differentiation and ensuring all staff are equipped to meet the needs of all students.
- Using data effectively to monitor and evaluate student progress and attainment and the impact of targeted interventions.
- Setting specific targets for raising achievement among students with SEND.
- Ensuring appropriate interventions are in place for students with SEND.
- Communicating the work of the SEN department to all stakeholders through the website and other media.

2. Co-ordinate operational planning for SEN by:

- Assisting, and deputising for, the Head of ALF/SENDCo, in managing the day-to-day operation of the SEND policy, including SEND provision and the effective deployment of staff and physical resources.
- Supporting the Head of ALF/SENDCo in maintaining a system for identifying, monitoring and reviewing progress of SEND students.
- Attend annual review meetings as required for EHCP students, in line with LEA guidance, for students with relevant primary need codes.
- Using the school's ICT resources to gather and disseminate information about students with SEND.
- Utilising student, school, local and national data effectively to inform planning for SEND.
- Line manage the TA team members, review their performance, organise support/training where appropriate and set challenging targets.
- Write case studies for identified SEND students

3. Work in partnership with teaching and non-teaching staff, other professionals working within the school, primary feeder schools, parents and outside agencies by:

- Supporting staff in overcoming barriers to student's learning by providing advice on differentiation and learning styles.
- Disseminating information on SEND students to relevant parties.
- Attending planning meetings for students with SEND.
- Collaborating with the Head of ALF/SENDCo to prioritise referrals to outside agencies.
- Contributing to transition arrangements for students with SEND at primary/secondary transfer.
- Attending parent evenings and other events, and keeping parents informed about their child's progress.
- Attending ALF meetings
- In conjunction with the SENDCo, ensure that the CPD needs of TAs are met

4. Promote staff development in relation to SEN by:

- Keeping up to date with research, resources, policy etc. by attending courses, conferences etc. and disseminating good practice in SEN across the school.
- Supporting the Head of ALF/SENDCo in providing school INSET.

5. Information Management

- In collaboration with the SENDCo, to provide senior and middle leaders with statistical information about students on the SEND register.
- Assist SENCO with data analysis and preparation of reports and case studies for SLT and Governors.

Other responsibilities will include:

- Small group teaching where required e.g. lower sets in some instances.
- Partnership teaching.
- Extra-curricular activities where appropriate.
- Work closely with the designated Teacher for LAC.

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.