



EDEN PARK
HIGH SCHOOL



POST TITLE: Deputy SENDco

LINE MANAGER: Special Educational Needs and Disability Coordinator (SENDCo)

WORKING HOURS: 37 hour per week.

JOB SUMMARY:

To assist in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources; high standards of learning and achievement for all pupils and high levels of support. The role will also include assisting with paperwork directly linked to students with SEND, and working with data to assess the impact of provisions. The Deputy SENDco will help manage the team of Learning Mentors and will support the SENDCo with organising the transition phases and access arrangements for students with SEND. Assisting in leading the work of the SEND team, including liaising with staff, parents and outside professionals. Attending appropriate meetings with a range of professionals when appropriate.

The primary role of the Deputy SENDCo is support the day-to-day operational work of the SENCO. This includes, but is not limited to, the following:

- Assist the SENDCo in leading provisions and interventions for students with SEND within the school.
- Support the SENDCo in managing the implementation of an inclusive curriculum.
- Work with the SENDCo to develop and implement intervention groups and support across lessons.
- Manage and maintain provision maps.
- Manage and maintain Annual Review procedures and meetings
- Assist with Access Arrangements and liaise with Examinations Officer
- Support the provision of SEND e.g. including supporting mentoring
- Support with liaising with relevant outside agencies to ensure that individual students with SEND are met effectively and that the requirements of statements of SEND are met fully (e.g. ISAT referrals, EHCP applications)
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensuring that staff are kept informed of student's SEND needs (e.g. overseeing pupil profiles)
- To assist with whole staff training and create resources to support this.



- To actively be part of the SEND professional's community and seek out regular training and networking opportunities.
- Liaise with and inform parents/carers about the specifics of the SEND provision for their child under the direction of the SENDCo.
- Updating and maintaining SIMS to reflect the most accurate SEND information for pupils.
- Review SEND files from Primary School and collate the information
- Liaise with prospective pupils and parents regarding viewing the school and what support can be offered.
- Attend the SENDCo Transition event with the SENDCo and assist with the transition phases.
- Manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely (e.g. tablets, fidget toys).
- Research and collate up-to-date information relevant to SEND e.g. special schools in Bromley.
- Co-ordinating awards of certificates to staff and mentees.
- Assist with consultation paperwork as directed by SENDCo.
- Overseeing and ordering new equipment for department and keeping record of the department's budget.
- Show proficiency in SIMS particularly around creating reports for SEND pupils and keeping SEND register up to date.
- Attending EPSN meetings to liaise with key staff around safeguarding
- Organising and maintain shared work area.
- Creating displays and resources to inform students, parents and staff.
- Overseeing the students with EHCPs

NOTES:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.