

Job Description

Post Title:	Deputy SENDCo
Purpose of Post:	To work closely with the SENDCo to provide high-quality leadership, coordination and delivery of provision for students with Special Educational Needs and Disabilities (SEND) across the College. The Deputy SENDCo will take significant responsibility for the day-to-day operation of agreed areas of SEND provision, including casework, statutory and review processes, communication with families and professionals, the coordination of support and the monitoring of interventions and provision. As a qualified teacher and SEND leader, the postholder will also play an important role in developing inclusive classroom practice across the College, supporting colleagues to understand and meet students' needs and helping to evaluate the quality and impact of SEND provision. This is a varied and influential role for an excellent teacher who combines strong organisational skills with a commitment to inclusive education. The postholder will have the opportunity to lead agreed areas of SEND provision, work closely with teachers and curriculum leaders and contribute to the continued development of whole-College practice.
Reporting To:	Assistant Headteacher (SENDCo)
Grade:	MPS/UPS + TLR 1
Main Duties and Responsibilities	
SEND Leadership and Operational Coordination Working closely with the SENDCo, the postholder will: • Provide operational and professional leadership for agreed aspects of SEND provision across the College. • Take responsibility for identified areas of SEND provision, according to College priorities and the expertise of the successful candidate. • Support the SENDCo in translating the College's SEND strategy into effective day-to-day practice. • Contribute to the development, implementation and evaluation of the College's graduated response to SEND. • Help ensure that agreed SEND provision is delivered consistently, effectively and in accordance with statutory requirements and College procedures. • Use information about student progress, attendance, behaviour, provision and wider experience to identify priorities and inform appropriate action. • Deputise for the SENDCo in agreed areas and at meetings where appropriate. • Contribute to the ongoing development of systems and processes which enable SEND provision to operate efficiently and effectively.	

SEND Casework, Statutory Processes and Review

The postholder will:

- Take responsibility for an agreed caseload or identified groups of students with SEND, ensuring that provision is appropriately coordinated, reviewed and followed through.
- Coordinate and, where appropriate, lead EHCP annual reviews and other statutory or non-statutory SEND review processes.
- Support the SENDCo with statutory assessment processes, gathering and coordinating information from teaching staff, families and external professionals.
- Work with students, parents/carers, colleagues and external professionals to ensure that agreed actions and provision are clearly understood and implemented.
- Support the effective maintenance of the SEND register, provision maps, student profiles, learning plans and related SEND documentation.
- Ensure that records relating to students with SEND are accurate, purposeful and appropriately updated.
- Coordinate professional advice and information so that support for individual students is timely and coherent.
- Contribute to transition arrangements for students joining, moving through or leaving the College, with particular attention to those requiring additional or enhanced support.

Inclusive Teaching and Learning

As a qualified teacher, the postholder will:

- Promote high expectations and ambitious outcomes for students with SEND.
- Work alongside teachers, curriculum leaders and pastoral colleagues to identify and remove barriers to learning.
- Provide advice and guidance to colleagues about adaptive teaching, reasonable adjustments and effective strategies for meeting individual students' needs.
- Help ensure that student profiles, professional recommendations and agreed strategies translate into meaningful classroom practice.
- Model strong inclusive teaching through their own classroom practice.
- Support colleagues through professional dialogue, coaching and the sharing of effective practice.
- Contribute to SEND-focused professional development, staff induction and other training opportunities.
- Work with curriculum and pastoral leaders to develop increasingly consistent inclusive practice across the College.
- Contribute to the evaluation of teaching and provision for students with SEND and identify opportunities for improvement.

Provision, Intervention and Impact

The postholder will:

- Support the SENDCo in ensuring that the College's graduated response follows a rigorous Assess, Plan, Do, Review approach.
- Oversee agreed interventions or areas of provision, ensuring that they are appropriately targeted, delivered and reviewed.
- Use evidence, student progress and professional judgement to evaluate the impact of interventions and recommend changes where appropriate.
- Work with colleagues to ensure that additional provision complements, rather than replaces, high-quality inclusive classroom teaching.
- Support the development and maintenance of provision maps and other systems used to record and evaluate SEND support.
- Identify emerging patterns of need and contribute to decisions about appropriate provision.
- Support students to develop confidence, independence and increasing ownership of their learning and support.
- Contribute to the development of evidence-informed approaches to meeting a range of additional needs.

Students, Families and Partnership Working

The postholder will:

- Build positive and professional relationships with students with SEND and ensure that their views inform planning and review.
- Communicate sensitively and effectively with parents/carers, including in relation to provision, progress and emerging concerns.
- Act as a key point of contact for identified families, ensuring communication is clear, timely and appropriately recorded.
- Liaise with teaching staff, pastoral colleagues and other professionals to develop a coherent understanding of students' needs.
- Coordinate aspects of work with external professionals and agencies, ensuring that recommendations are communicated and followed through appropriately.
- Represent the College professionally at meetings involving families, Local Authority services and other partners.
- Support the SENDCo in ensuring that students and parents/carers are appropriately consulted about SEND provision and decision-making.
- Escalate significant, complex or safeguarding-related concerns to the SENDCo, Designated Safeguarding Lead or other senior leaders as appropriate.

SEND Team Leadership and Development

The postholder will:

- Act as a visible and supportive leader within the SEND and wider Inclusion team.
- Support the SENDCo with the effective deployment and development of Teaching Assistants and other staff supporting students with SEND.
- Provide day-to-day professional guidance to Teaching Assistants and other colleagues where appropriate.
- Help ensure that staff understand the intended purpose of additional provision and the needs of the students they support.
- Support the induction, training and professional development of staff working within SEND provision.
- Help resolve operational issues affecting SEND provision and ensure that agreed support is delivered consistently.
- Contribute to a professional culture of high expectations, reflection and continuous improvement within the SEND team.
- Undertake line management or appraisal responsibilities for identified staff where agreed as part of the role.

Teaching Responsibilities

The postholder will:

- Undertake a small teaching commitment within their specialist subject, with an appropriate allocation of protected time to fulfil the responsibilities of the Deputy SENDCo role.
- Demonstrate consistently strong classroom practice and meet the expectations of the Teachers' Standards.
- Maintain high expectations for behaviour, participation, progress and achievement.
- Model effective adaptive and inclusive teaching.
- Contribute fully to the work of their curriculum area and the wider professional life of the College.
- Use their experience as a practising teacher to ensure that SEND systems and strategies remain practical, purposeful and focused on improving students' classroom experience.

Safeguarding and Welfare

The postholder will:

- Have a duty to help keep young people safe and protect them from sexual, physical and emotional harm.
- Take reasonable steps to ensure the safety and wellbeing of students.
- Be aware of and comply with safeguarding, child protection, health and safety, behaviour and equality policies.

- Report safeguarding, welfare or health and safety concerns to the appropriate member of staff without delay.
- Challenge discriminatory language, bullying, harassment or stereotyped views in line with College policy and procedure.
- Promote inclusion, equality of opportunity and respect for diversity.

Additional Duties

The postholder may be required to:

- Contribute to admissions, transition and other College events as appropriate.
- Participate in programmes for mentoring or supporting students.
- Accompany and supervise students on educational visits where appropriate.
- Contribute to the development and sharing of good practice within the Trust and with relevant partner organisations.
- Engage actively in appraisal and relevant professional development.
- Carry out other duties which may reasonably be required from time to time, provided they are commensurate with the responsibility level of the post.