



Deputy SENDCo Full-time M1 – UPS3, plus SEN allowance Required from 21st April 2025

Thank you for your interest in the post of Deputy SENDCo at this school. This post represents an outstanding professional opportunity for an enthusiastic, well-qualified and inspirational English specialist teacher with a passion for working with special needs children, who is interested in developing their career in a strong department within a school that is fully supportive of the importance of inclusion and ensuring that students achieve to the best of their ability.

We are looking for someone who is committed to raising standards for all students; has strong leadership and organisational skills; can deputise for the Head of Inclusion and who can help to take responsibility for designated teaching assistants and who can effectively liaise with relevant staff, external agencies and parents.

This information aims to give you an insight into the culture of the school and the specific role being advertised. Full details including application forms and general school details can be found in the Vacancies section on the school website.

The SEND Department

Lytchett Minster School wants all our students to feel welcome, valued and included in the school community. We have high aspirations for our students with SEN and disabilities and will provide them with high quality learning opportunities to ensure that they achieve their best.

We also want to help our students with SEN and disabilities to develop a positive view of themselves so that they can become confident individuals and go on to live fulfilling lives by making a successful transition into adulthood.

The Student Support Centre, which forms the hub for our SEND team is located in the modern Lulworth block in a suite of fully equipped rooms. The attractive facilities include specialist teaching areas equipped with computers alongside smaller interview/work rooms.

The SEND team consists of the Head of Inclusion (who is our SENDCo), a Deputy SENDCo and a team of excellent, enthusiastic and friendly teaching assistants/academic tutors and is ably supported by an administrative assistant.

We have approximately 260 students on the SEND register with a wide range of additional needs.

Post Details

We are looking for a knowledgeable and skilled specialist to work with and further develop our successful SEND provision. The post holder will be an excellent leader who will build on solid foundations with an established team to fulfil a significant role at the heart of the curriculum and pastoral experience for our students. The successful candidate will have the vision to assist the Head of Inclusion in developing comprehensive inclusion across the whole school. Further details are available in the job description below. The school would support the successful candidate in achieving the SENDCo qualification, if not already qualified.

With all of our appointments, we look for excellent teachers who:

- ensure that all our students feel valued as individuals, have a real and meaningful sense of their own worth and can aspire to the best that they possibly can be
- enjoy working closely with colleagues, are able to argue a convincing case, are able to listen carefully to their views and are content to rest with, and promote, collective decisions
- are motivators, inspirers but tough enough to establish clear expectations
- have a holistic view of education that values the role of extra-curricular school life by promoting the development of the whole child and a willingness to get involved in and help provide a wealth of opportunities to students
- are eager to innovate and develop their careers

All teaching staff will be expected to support our lunchtime duties scheme.

If you would like to informally discuss this post prior to applying, please contact Kirsty Cowley, Head of Inclusion, at cowleyk@lytchett.org.uk.

If you wish to apply for this role, please complete the online application form at <https://lytchett.careers.eteach.com/#/>. In the letter of application, you will need to demonstrate that you possess the required qualities and give a clear statement of the particular contribution you would be able to make to the school. You should also refer to your areas of expertise in the field and any previous relevant experience.

Please note that Lytchett Minster is committed to safeguarding & promoting the welfare of children & young people. All appointments made are subject to an Enhanced DBS check.

Post Title: Deputy SENDCo

Salary: M1 – UPS3, plus SEN allowance

Responsible to: Head of Inclusion

Job Purpose

The Deputy SENDCo will be responsible for the day to day running of the SEND Faculty, under the leadership and supervision of the Head of Inclusion. The post involves coordinating and delivering support and interventions for students with a range of special educational needs and disabilities. Deputy SENDCo extra responsibilities include deputising for the SENDCo, overseeing and coordinating the support for the young people in our care and line managing teaching assistants within the Inclusion team.

Key Responsibilities

As Deputy SENDCo you will work closely with the Head of Inclusion to:

- Promote the inclusion and acceptance of all students in and outside of the classroom
- Work with classroom teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans
- Work closely with subject teachers in identifying students who have special requirements such as visual, speaking or learning difficulties and qualify for examination access arrangements
- Carry out assessments of students with SEND to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents
- Provide regular updates on student progress through written reports and meetings with parents
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists
- Co-ordinate and attend annual/interim reviews for students with EHCPs
- Provide advice, guidance and training to classroom teachers on supporting students with SEND
- Support teachers to develop schemes of work and learning programmes for students with SEND
- Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom. To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Manage and advise on the school budget and resources for SEND provision
- Use IT effectively to support learning activities and develop students' competence and independence in its use
- Develop and maintain systems for keeping student records, ensuring information is accurate and up to date
- Map provision for students and take a lead in deploying staff to meet identified needs and to ensure the school SEND register is up to date and all stakeholders are fully informed about support programmes in place/planned.
- Analyse school, local and national data and develop appropriate strategies and interventions
- Manage teaching assistants and support staff to improve student progress and attainment
- Provide training opportunities regarding particular needs and how best to meet them
- Keep up to date with national and local policies related to SEND and cascade information to colleagues

As a teacher you will be expected:

- To set clear learning objectives and plan for and teach across the whole age and ability range.

- Use data to plan lessons and learning materials to motivate and support all students to make good progress.
- To have high aspirations and set challenging targets for all students.
- To set high expectations for student behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences.
- To work in collaboration with Teaching Assistants assigned to any teaching group/student within the group.
- To make sure that innovative and evidence-based approaches to learning are made available to students with specific learning needs. For example: those with a low skill base, hearing or visual impairment.
- Take account of students' prior attainment, learning styles and needs and use them to set appropriately challenging targets and learning activities.
- To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning.
- To provide intervention activities for those students who need support to boost attainment/progress or who require additional challenge.
- To manage the behaviour and discipline of students within the classroom in line with the school's Behaviour Policy
- To ensure that teaching room, resources and equipment are maintained in good order, with particular regard to Health & Safety and security of property.
- To use ICT and other technologies and learning resources as learning tools to inspire and motivate learners.
- To ensure that a stimulating learning environment is maintained in the classroom, including provision of a high quality of display.

All teaching staff are expected to support our lunchtime duties scheme.

Skills

- A strong commitment to raising educational attainment for children and young people with SEND, including working with students directly and supporting other staff to do so
- A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments
- Leadership skills - to inspire and motivate other teachers, model good practice, and develop a whole school commitment to supporting students with SEND
- Interpersonal skills - for building relationships with students, parents, teachers, and external professionals
- Written communication skills - for writing learning and support plans, reports on student progress, and training and guidance for staff
- Organisation and time-management skills - needed for prioritising and balancing a busy and varied workload
- Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of students and parents
- Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.
- To be an exemplar of high quality teaching and learning so that others are inspired and motivated.

Person Specification

Essential:

- Reliable team player with excellent organisational skills and a positive 'can do' attitude
- Qualified Teacher Status and a degree or equivalent in English
- A real passion for support SEND students with their learning

- Knowledge of a range of strategies to promote good progress and attainment
- A genuine enthusiasm for young people and an ability to engage them in learning
- Excellent interpersonal skills and the ability to work co-operatively as a team member
- Good oral and written communication skills

Desirable:

- Experience of teaching across all abilities and Key Stages
- Experience of leading colleagues
- Willingness to undertake the SENDCo qualification/already hold the SENDCo qualification