



# Robert Blake Science College

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**JOB TITLE:** Deputy SENDCO

**REPORTS TO:** Assistant Headteacher (Inclusion)

**SALARY RANGE:** Teachers' Pay Scale (Main or Upper) + TLR 2B

## 1. Purpose of the job

- To deliver high quality teaching and learning to KS3 students of all ages and abilities, who are assigned to the post holder.
- To take an active part in the strategic leadership and day to day management within the department. This will include the teaching and learning, progress and attainment of students and curriculum development.

## 2. Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not therefore, an exhaustive list of what is required.

- Support the school's ethos and values and implement agreed policies and procedures
- Be responsible for the quality of teaching and learning of all students who are assigned to the post holder.
- Supervise the work of any support staff, including teaching assistants, learning support assistants and support teachers, who are assigned to work with the post holder's students.
- Perform the duties of a form tutor
- Support the Assistant Headteacher (Inclusion). Although not exhaustive, this will depend on the experience of the candidate, and may include:
  - Monitoring quality and standards
  - Acting as SENCo in the absence of the Assistant Headteacher (Inclusion)
  - Contributing to department planning and self-evaluation
  - Managing some SEN support staff
  - Providing professional support to other teachers and support staff
  - Supporting SEN funding bid applications

- Attending meetings and liaison with parents, other agencies, and external providers, to provide professional input and guidance
- Advising the SEN Team on appropriate resources and materials
- Helping to organise and update the departmental resources and materials
- Monitoring of attainment and progress of SEN students
- Contributing to/lead SEN events, both for students at the school and those in the wider community
- Leading appropriate professional development within the school
- Fulfilling the role of appraiser within the context of the school's Appraisal Policy
- Along with all members of staff, the post holder has a duty to fully comply with all safeguarding procedures, ensuring students are kept safe

### **3. Job context**

The school welcomes teachers of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all students. All teachers should be able to demonstrate competence against the relevant professional standards. It is expected that competence will be further developed as a teacher's career progresses.

Teachers on the upper pay range can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, post threshold teachers will make a sustained and substantial contribution by for example:

- providing a role model for professional practice in the school
- making a distinctive contribution compared with other teachers
- contributing effectively to the wider team.

All teachers, except those who are newly qualified, will have varying degrees of responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

### **4. Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

Miss D Loveridge  
Headteacher  
June 2025