

Job Profile

Post:	Deputy SENDCo
Responsible to:	Assistant Principal – SENDCo
Responsible for:	N/A

JOB PURPOSE

The Deputy SENDCo will promote the progress and achievement of SEND students throughout the UTC. This role will be student focussed and will ensure high standards and expectations for both SEND students and staff.

Main duties working with the SENDCo:

- Assist the SENDCo in leading the provision for SEND within the UTC
- Support the SENDCo in the co-ordination, implementation and evaluation of interventions
- Support the SENDCo to ensure a robust process of identifying students for the SEND register
- Support with Access Arrangements, including arranging testing and associated paperwork
- Support the completion of planned SEND K Reviews and have gathered evidence prior to the meetings
- Attend all EHCP Annual Reviews and interim reviews, having gathered evidence prior to the meetings
- Invite all relevant professionals to EHCP and K reviews within an adequate time frame
- Ensure that accurate and detailed records are kept of meetings and discussions with parents, and external agencies / providers
- Ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of students' special educational needs
- Be a point of contact for external agencies
- Support the completion and oversight of SEND plans
- Take part in parental meetings
- Take a leading role in transition for SEND students
- Update the necessary systems with key information regarding SEND Students
- Ensure SEND statistics are current and accurate
- Maintain student chronologies
- Administer letters to parents as necessary
- Assist with round robins, gathering evidence to support students
- Provide staff with relevant and necessary information so that they have a clear direction and understanding of the needs of SEND students
- Develop strong and effective partnerships with all stakeholders
- Develop, grow and maintain strong and effective relationships with parents
- Develop strong links with the local authority in relation to SEND students
- Take responsibility for personal professional development and keep up-to-date with recent developments in education and SEND practice and provision for the more able students
- To work with the SENDCo and other staff to ensure that student passports are used to set subject specific targets
- Deputise for the SENDCo when required.

Support the SENDCo with the following additional responsibilities:

- Support with ensuring all students designated SEND are prepared for the next stage of their education or careers by preparing them appropriately for adult life. Assist in securing destinations for students in key groups and evaluate the impact of interventions on promoting successful transition
- Support with ensuring that all UTC records for students with SEND are kept up to date, including the timely completion of all statutory reports and assessments for students with SEND
- Support with access arrangements for exams including keeping paperwork up to date
- Support in monitoring and tracking student progress, to strive to ensure that all groups of students (including SEND, PP, HA) make at least good progress
- Support referrals to appropriate agencies, including the Educational Psychology Team, Physiotherapy Department, Speech and Language Therapy Team, Autism Team and relevant medical professionals, consulting with parents as appropriate
- Liaise, as necessary, with SENDCos in other schools to promote continuity for the transfer of SEND students
- Support encouraging an ethos for inclusion of innovation, excellence, reflection and aspiration for students.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work
- Participate in training and other learning activities as required
- Support UTC activities including assemblies, attending appropriate UTC events as directed
- Any other duties deemed reasonable, as directed by the Principal
- Participate in the UTC's Performance Management / Appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the UTC and beyond
- Represent the UTC at events as appropriate
- Support and promote the UTC ethos.