



Job Description: Primary Deputy SENCO (with Teaching responsibilities)

Reporting To: Inclusion Team/SENCO

Key Tasks/Responsibilities

Strategic & Operational

- To collaborate with members of the Inclusion Team ensuring high quality SEND provision is available to all
- To assist liaison with relevant outside agencies to ensure that individual needs are met effectively and that the statutory requirements of EHCPs are fully met
- To assist in monitoring and following the progress of children with SEND
- To assist in the implementation of SEND-specific school policies and procedures
- To assist in the monitoring of effective interventions and their impact for SEND
- To assist in timetabling classroom support and the dissemination of learning support
- Assist in managing transition of SEND across all aspects of school

Curriculum, Teaching, and Learning

- To support the SENCO in devising, implementing, and updating processes and policies which reflect the school's commitment to high achievement, and effective teaching and learning
- To support the SENCO in the analysis and interpretation of relevant national, local, and school data, plus research and inspection evidence, practices, expectations, targets, and teaching methods
- To use data effectively to identify students who are significantly and persistently underachieving and where necessary create and implement effective plans of action to support those students
- To provide guidance and training to staff on the choice of appropriate teaching and learning methods to meet the needs of different children
- To assist in lesson visits and evaluation tasks in relation to the provision for SEND children
- To actively monitor and respond to curriculum development and initiatives in relation to SEND.
- To support the effective and efficient management and organisation of learning resources, including ICT, allocating available resources with maximum efficiency to meet the objectives of the school and team plans and to achieve value for money

Staffing

- To promote teamwork and to motivate staff to ensure effective working relations.
- To support meetings and the training of Support staff, communicate information to staff and co-ordinate resulting action

Quality Assurance

- To conduct regular review and analysis of the provision for SEND, measuring the impact at regular intervals
- To help to establish common standards of practice and develop the effectiveness of teaching and learning styles in all curriculum areas
- To contribute to the school procedures of evaluation to ensure high quality provision of SEND



Management Information

- To oversee the quality of IPMS and their use within the classroom
- To ensure the maintenance of accurate and up-to-date information concerning children with SEND with SEND and those being monitored in line with the graduated approach
- To assist in the use of data analysis and evaluation of performance data.
- To assist in the management of documents and reports from external agencies

Communications

- To work alongside the SENCO and deputise for the SENCO where required.
- To ensure effective communication/consultation as appropriate with external agencies where appropriate, including parents, local authority, educational psychologist etc.
- To consult with subject leaders in the development of effective curriculums and SEND provision.

Management of Resources

- To assist in the management of the SEND budget in relation to classroom and intervention resources.
- Support the SENCO in identifying available resources of space, staff and equipment, and keeping appropriate records where appropriate.

Other Duties

- To take responsibility for promoting and safeguarding the welfare of the students within the school
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- Employees will be expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description.

Signed by Deputy Senco:

Signed by Head Teacher:

Date: