

Job Description

Job Title: Deputy SENCO

Role accountable to: SENCO

Salary Scale: MPS/UPS + TLR2C £7,017

Main Purpose of the job:

The Deputy SENCO will promote the progress and achievement of SEND students throughout the school. This role will be student-focused and will ensure high standards and expectations for both SEND students and staff.

Key responsibilities:

- Support with Access Arrangements and specific testing
- Complete Review Meetings
- Gather together EHCP evidence in line with the application process
- Be the point of contact for external agencies
- Manage and oversee the completion of One Plan Profiles
- Take part in parental meetings
- Take a leading role in Transition
- Maintain up-to-date information for SEND
- Manage apprentices and be key point of contact for school staff
- Attend weekly attendance meeting for SEND
- Update SIMS with key information relating to SEND students
- Ensure SEND statistics are current and accurate
- Maintain student documentation
- Attend Safeguarding Forum and feedback where relevant
- Maintain contact with the parents of SEND students
- Administer letters to parents
- Coordinate round robins, gathering evidence to support students
- Lead small groups of student intervention

Setting and Achieving High Expectations:

- Ensure a consistent approach to supporting SEND students
- Promote a culture where students, staff and parents, have high expectations
- Promote Autonomy, where students engage fully within the educational establishment

Operational Management:

- Ensure standards of support across this area are effective and in-line with current safeguarding regulations.
- Set high expectations for staff and students.
- Support and/or represent the school at meetings, as and when required.

People and Resource Management:

- Liaise with subject teachers and LSAs to ensure accurate information is gathered and shared
- Support the SENCO in ensuring the effective and efficient management of the SEND Budget
- Provide staff with the relevant and necessary information so that they have a clear direction and understanding of the needs of SEND students
- Ensure staff are developed and performance is managed appropriately
- Manage an efficient administrative system

Building Partnerships and External Facing:

- Develop strong and effective partnerships with all stakeholders
- Develop and grow strong and effective relationships with all parents
- Develop strong links with the local authority and our Trust to ensure opportunities for our SEND students are at the highest level.

Teaching & Learning

- To teach an appropriate timetable (similar to Head of House - approximately 75% contact)

Please note: This job description provides an overview and may not cover all aspects of the job. The role may involve other responsibilities as reasonably expected from the Head teacher at short notice.

Personal Specification

Qualifications

Essential Desirable From

	Essential	Desirable	From
Qualified teacher status or recognized equivalent			A,I
Evidence of continuous professional development			A,I
Additional, relevant training and qualifications in Safeguarding			A,I

Experience

Proven success in improving SEND student outcomes within a school			A,I
Experience of managing teams, supporting and challenging at all times			A,I
Experience of working with the age range			A,I
Ability to use/analyse assessment data systems to raise standards			A,I

Knowledge and skills

Show knowledge of current education legislation, Ofsted framework, best practice, national trends and innovation			A, I
Ability to efficiently and effectively manage administrative work			A, I
Ability to support staff and students in maintaining high standards			A,I
Ability to form good working relationships with all staff			A,I
Ability to create a stimulating and safe learning environment			A,I
Ability to promote a range of strategies aimed at raising SEND achievement			A,I
Ability to assess and record the progress of students' learning			A,I
Demonstrate a commitment to equal opportunities			A,I
Able to encourage children in developing self-esteem and respect for others			A,I
Ability to communicate to a range of audiences using a variety of techniques			A,I
Knowledge of and/or ability to use technology to support student learning			A,I

Commitment - demonstrate commitment to...

Excellence at all levels and a determination to succeed			A,I
Achieving the highest standards of teaching and learning for all students			A,I
Motivate others and adopt a positive approach to education			A,I
Equality of opportunity for staff, students and all members of the school and wider community			A,I

Promoting The Oldham Academy North's vision and ethos			A,I
Establishing a high quality, stimulating learning environment			A,I
Ongoing relevant professional self-development			A,I
Safeguarding and child protection			A,I

Key

A Evidence from application form and personal statement

I Evidence from a face-to-face interview