

# Deputy SENCO

## JOB DESCRIPTION

### Role Purpose:

The purpose of this role is to work closely with the SENCO to ensure pupils are safe, have a positive sense of wellbeing and achieve their full potential academically by reducing barriers to learning. To also provide focused support to students with complex needs, ensuring no student is left behind.

### Key Accountabilities:

Reporting to the SENCO, this post holder will be accountable for

- Working with the SENCO to support faculties in ensuring outstanding outcomes for SEND students

To direct Inclusion Hub staff and ensure that the Inclusion Hub runs efficiently and effectively on a daily basis

To line manage a group of LSAs, as directed by the SENCO

- Providing guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEN support
  - Assisting with the development and implementation of strategies aimed at raising the achievement of SEND students.
  - Actively promoting and demonstrating creativity and innovation when searching out new strategies to support our SEND students
  - Leading and monitoring appropriate intervention programmes for SEND students
  - Supporting all curriculum areas to contribute positively to raise the achievement of SEND students
  - Maintaining good quality school documentation pertaining to the Learning Support needs of all students
  - Deputising for the SENCO at meetings with outside agencies to ensure the best outcomes for our students
  - Deputising for the SENCO in liaising with and co-ordinating the contribution of external agencies such as Educational Psychology and CAMHS
  - Assisting with CPD training for teaching and learning of SEND students
  - Adhering to the C.O.P
  - Promoting and embedding whole school priorities and initiatives as appropriate within the department
  - Assisting the SENCO to evaluate, monitor and communicate faculty performance priorities and targets.
  - Assist the SENCO to develop and embed strategies that maximise the use of technology by students and staff to support teaching and learning and boost outcomes
  - Maintain an accurate SEND register and provision map
  - Support faculties in ensuring accurate record keeping and data for SEND students
- Prioritise learners in KS3 who need intensive interventions to support excellent progress in both literacy and numeracy
- Analyse assessment data for pupils with SEN and/or a disability and liaise with the SENCO and teaching colleagues to implement appropriate interventions