



**Post:** Deputy SENDCo  
**Responsible to:** SENDCo/SLT  
**Responsible for:** HLTAs/TAs

### Job purpose

To support the SENDCO with both strategic and operational planning, to ensure that pupils with SEND achieve the best possible outcomes in line with all other pupils and to take the lead with provision and support at KS4

### Main responsibilities

Contribute to strategic planning for SEND within the whole school by:

- Develop and support effective practice for SEND pupils to ensure that they make progress in line with other groups, with a leading role at KS4.
- Assist with provision mapping and associated personalised learning plans for pupils with SEND.
- Use data effectively to monitor and evaluate pupil progress and attainment and the impact of targeted interventions.
- Set specific targets for raising achievement among pupils with SEND.
- Ensure quality first teaching is in place across the school by supporting staff with pedagogy for SEND pupils
- Ensure appropriate interventions are in place for pupils with SEND.
- Being responsible for the working practices of LSAs working within the team.
- Plan provision for those with weak literacy and numeracy levels with the HLTAs
- Offering specific student support as appropriate to training eg. Dyslexia, Speech and Language

Co-ordinate operational planning for SEND by:

- Assist, and deputise for, the SENDCO, in managing the day to day operation of the SEND policy, including SEND provision and the effective deployment of staff and physical resources.
- Support the SENDCO in maintaining a system for identifying, monitoring and reviewing progress of SEND pupils.
- Undertake and ensure the process of appropriate special arrangements for exams are in place and ensure there is a team available to support – training may need to be undertaken.
- Conduct person centred annual review meetings for EHCP pupils, in line with guidance. Work in partnership with teaching and non-teaching staff, other professionals working within the school, primary feeder schools, parents and outside agencies by:
- Support staff in overcoming barriers to pupil's learning by providing advice on differentiation and learning styles

- Disseminate information on SEND pupils to relevant parties
- Attending planning meetings for pupils with SEND
- Collaborate with the SENDCO to prioritise referrals to outside agencies
- Contribute to transition arrangements for pupils with SEND at primary/secondary transfer
- Attend parent evenings and other events and keeping parents informed about their child's progress
- Act as a key worker for certain pupils and attendance at relevant in-school meetings
- Work with the pastoral team to support pupils with SEMH needs
- Take responsibility for ensuring SEND pupils have a smooth transition from primary school, using available information to plan appropriate support.

Promote staff development in relation to SEND by supporting the SENDCO with:

- Delivering whole school CPD
- Keep up to date with research, resources, policy etc. by attending courses, conferences etc. and disseminating good practice in SEND across the school
- Support the SENDCO in providing school INSET
- Observe and mentor LSAs to ensure quality outcomes

To maintain and overseeing records on all pupils with SEND by:

- Assist in updating the SIMs database of pupils and any other records including Pupil Profiles etc for all SEND pupils and communicating as necessary

Other responsibilities will include:

- Class teaching where required e.g smaller targeted groups and intervention groups
- Partnership and team teaching
- Extra-curricular activities
- Line managing and appraising LSAs
- Supporting the SENDCO with HR issues