**Job description**

Title of Post: Deputy SENDCO – Girls site

Responsible to: SENDCO

Purpose

* Have the patience to work with students that may present with both educational and behavioural difficulties e.g. Dyslexia, Autism, and ADHD
* Knowledge and understanding of the challenges/barriers faced by the above types of students
* Deputise for the main SENDCO (who is based on both girls and boys site)
* Manage a SEND team (LS Educators) for the provision of 121 and small group interventions for students with and without EHCPs
* Ability to support in classrooms/121/small group where needed
* Liaise with the school’s SEND Teachers, Functional Skills Teachers, and EAL Co-ordinator regarding provision
* Managing the EHCP paperwork in liaison with the SENDCO, and student-parent-teacher relationships.

Role breakdown

·     **Deputy SENDCO role & Assessment** (8hrs a week):
- management of Lucid Exact assessments (yrs 7 and 9’s)
- management of examination access paperwork & files
- management of writing Part A of Form 8’
- management of teacher evidence of Form 8 applications
- management of student Data Protection forms
- parent and teacher liaison
- year team meetings
- timetabling the team for mock/formal exams to be readers, scribes

·     **ADHD Mentoring or Literacy interventions** (6-10hrs a week):
ADHD training to be given to provide 121 and 122 sessions

·    **Student support** (10-15hrs a week)
- in-class support
- 121 support

**Duties and Responsibilities**

The primary role of a Deputy-Assistant SENDCO (Girls Site) is to support and advise on the learning and progress of students with SEND. This includes but is not limited to the following: -

* Managing a team of Learning support assistants (LSAs) in the provision of 121 small group SEND interventions for students with and without EHCPs
* Managing the EHCP paperwork in liaison with the SENDCO, and student-parent-teacher relationships.
* Undertaking activities with individuals and groups of students in order to facilitate their physical, emotional and educational development within a safe environment in collaboration with SENDCo, Teachers and/or other educational professionals
* Working to establish a supportive relationship with the students and parents concerned in order to facilitate effective communication and partnership between school and home
* Carrying out pre-determined educational activities and work programmes
* Ensuring that specific guidelines are followed and expectations are met whilst promoting independent learning to support the students’ understanding and progress
* Encouraging acceptance and inclusion of students with special needs to support achievement and development
* Monitoring, evaluating and providing staff, parents and relevant education professionals with feedback on pupils’ participation and progress with the monitoring and evaluating pupil’s responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Promoting and reinforcing students’ self-esteem and encourage them to maximise their independence, achievement and development
* Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

**The main responsibilities, with and/or as directed by the SENDCO, of the post include, but are not limited to, the following:**

* Help students make progress in a range of classroom settings including working with individuals and small groups, and monitoring, assessing and recording students’ work as directed by teachers
* Support the provision of SEND, including contributing to the maintenance of pupils records, writing of student reports, individual education plans, student strategy sheets, and attending and contributing to meetings as required
* Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies as required and where appropriate
* Work with the SENDCO and other staff to ensure that individual education plans are used to set subject-specific targets and match work well to students’ needs
* Support the monitoring of the effectiveness of individual education plans, EHC plans and Quality First Teaching
* Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students, supporting teaching by devising complementary learning activities
* Work with the staff on the implementation of the School policies, helping to ensure effective development of SEND students’ skills and support their progress
* Support meetings of SEND staff, communicate information to staff and co-ordinate resulting action
* Attend planning meetings and under the overall direction and guidance of teachers, contribute to the short, medium and long term planning and preparation of lessons
* Provide appropriate guidance and supervision and assist in the training and development of level 1 and Level 2 Teaching Assistants as appropriate

**Other duties may include:**

* Monitoring and recording absences
* Creating resources
* Collating student reports and updating records
* Managing and communicating student data
* Attend staff meetings and school inset days as required by the Headteacher.
* Provide general care and welfare for all children.

**In order to perform this role well, a Deputy-Assistant SENDCO (Girls site) is expected to:**

* Maintain a thorough working knowledge of the school’s policies and procedures related to SEND, including the SEND Information Report, Child Protection, Safeguarding and Inclusion policies
* Regularly attend relevant training and development events
* Actively seek out advice and strategies to work effectively and monitor impact
* Act in the best interest of all the students of the school; and behave in a professional manner, including working in the framework of the school’s agreed policies and procedures, and maintaining confidentiality as required

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*