

Brakenhale School Job Description



Job Title	Deputy SENCo
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Salary	MPS
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Aim and main purpose of the job

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

Knowledge

- Demonstrate subject competence and to keep up-to-date his/her knowledge of the National Curriculum for 11-16 year olds in relation to their subject; and where relevant to the post, other examination courses at KS4 and Post 16.
- To attend continuous professional development activities when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- To keep informed about the key priorities identified in the School Development Plan, associated department development plans and his/her responsibilities agreed upon within it.

Teaching and Learning

- To assist the SENCo with identifying and adopting the most effective teaching approaches for pupils with SEN and share approach with colleagues.
- To support the SENCo with monitoring teaching and learning activities to meet the needs of pupils with SEN.
- To help identify and teach study skills that will develop pupils' ability to work independently.
- Work alongside the SENCo to Liaise with other local schools to ensure continuity of support and learning when transferring pupils with SEN.

Recording and Assessment – to support the SENCo to:

- Work with colleagues to set challenging targets for raising achievement among pupils with SEN.
- Ensure robust tracking systems are in place to collect and interpret specific pupil level assessment data allowing the school to identify value-added by its quality first teaching programme and intervention strategies.
- Develop understanding of learning needs and the importance of raising achievement among pupils.
- Attend ILP and annual review meetings, parent evening consultations keeping parents informed about their child's progress.

Leadership and Management – to assist the SENCo with:

- Keep the SEND register up to date and all stake holders are fully informed about support programmes in place/planned.
- Ensure ILPs are monitored regularly, are live documents and their impact is assessed and progress can be evidenced.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN and understand the importance of QFT taking ownership of additional provision and the progress children (with SEN) make in their class/teaching group.
- Assist in constructing the schools provision map ensuring intervention programmes target the right pupils and staff expertise is deployed appropriately.
- Work with the SENCo to disseminate good practice in SEN across the school.
- Help identify resources needed to meet the needs of pupils with SEN and advise the Headteacher of priorities for expenditure.
- Assist the SENCo in co-ordinating and managing all external support offered to school locally and from the agency.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances.
- Uphold the school's behaviour code and uniform regulations.]
- Participate in staff training.
- Attend team and staff meetings.
- Develop links with agency staff and neighbouring schools.
- Any other duties as reasonably required by Headteacher.

Details of Line Management

Trips Coordinator is line managed by the SENCo. Support and mentoring will be given throughout.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.