

CLIFTON PRIMARY SCHOOL
Deputy SENDCO
JOB DESCRIPTION

SALARY SCALE: MPG + TLR2a (SEN)

JOB DESCRIPTION: Full Time / Permanent

Effective from 1st January 2019

1.0 JOB PURPOSE / AIM

To assist the Headteacher in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school development/improvement plan adopted by the Governing Body.

Assist the SENDCo in leading and providing special educational needs support in order to assist high quality teaching, effective use of resources and high standards of learning achievement for children.

To facilitate the development of high quality teaching and learning and to take shared responsibility for raising standards.

PROFESSIONAL DUTIES

1. Ensure that the SEN register is kept accurate and up to date and that staff are kept informed of students' special educational needs.
2. Track and monitor intervention data to identify progress and under achievement.
3. Use data effectively to identify children who are seriously under achieving and where necessary create and implement effective plans of action to support those children, including vulnerable children and children on the pupil premium register.
4. To analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods.
5. Build and maintain a close partnership with parents and carers.
6. Ensure parents and carers take a full role in the planning and monitoring of their children's progress.
7. Communicate with parents on children's learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
8. To deputise for the SENCo in chairing annual reviews effectively
9. To liaise with relevant outside agencies to ensure that individual pupil special educational needs are met effectively and that the requirements of EHCP's are fully met.
10. To support the work of the SEN team in developing exemplary inclusive practise across the school
11. To support the SENCo in creating a climate which enables other staff to develop and maintain positive attitudes towards inclusion.
12. To provide guidance to teaching and support staff on the choice of appropriate teaching and learning methods to meet the needs of different children.

13. To identify relevant training needs and to support the development of staff by planning and leading staff meetings and INSET days as necessary.
14. To support the SENCo in leading meetings of SEN support staff, communicating information and coordinating as appropriate.
15. To be involved in the appraisal of the SEN support staff
16. Filing of confidential records
17. Use and work around Dashboard (Excel), CMIS and class registers
18. Request information from professionals
19. Prepare correspondence to professionals e.g. to request or chase information
20. Conduct assessments of children against standardised assessments – preparation, delivery and analysis (including reports)

Own Professional Development

1. Take part in appraisal and reviews of your work as arranged by the Head Teacher and SENCo
2. To keep up to date with the latest research and information pertinent to the role.
3. Commitment to undertake specialist training as requested.

Teaching Responsibilities

1. Plan and deliver high quality provision and support for children with SEN both in and out of the classroom
2. Ensure that proper account is taken of any specific needs children have and that appropriate provision is made for them.
3. Promote the social development and welfare of the children so that each child feels valued and enjoys learning.
4. Involve children in the planning and evaluation of their work
5. Evaluate, review and improve your own teaching methods, materials and schemes of work.

Pupil Achievement

1. To ensure high expectations of achievement for all children
2. To establish clear targets for children with SEN and evaluate progress towards meeting those targets

Monitoring and recording

1. Monitor and assess children's work
2. Record their development, progress and attainment
3. Provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual children and groups of children

Ethos of the school

1. Maintain an ordered and caring environment in the classroom and around the school so that children achieve their potential and feel secure and valued
2. Make children aware of their rights and responsibilities in respect of each other, the staff and the school community

3. Take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of children and supervising children before and after school sessions

Whole School Development

1. Take part in whole school reviews of policy and aims, and in the revision or formulation of guidelines
2. Keep up to date with current educational thinking and practice

Equal Opportunities

1. Be aware of, and comply with, all policies relating to Equal Opportunities.

LINE MANAGEMENT - RESPONSIBILITY TO AND FOR

- 1.1 Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school (and to report for the purposes of day to day management to the phase leader).
- 1.2 Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Headteacher.

CONDITIONS OF EMPLOYMENT

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

SPECIAL CONDITIONS

A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.