



## Job Description

### **Deputy** Special Needs Co-ordinator (SENCo)

#### **Job Purpose:**

**To support the SENCo in ensuring that pupils with SpLD have their specific difficulties met. You will be part of a collaborative school team of therapists, Educational Psychologists and specialist teachers working on a transdisciplinary approach.**

To support the SENCo in the following, deputising as necessary:

- To support, advise and provide training to colleagues.
- To chair special provision meetings, making notes of discussion and decisions.
- To provide colleagues with information re the specific learning difficulties of new and existing pupils.
- To provide information to schools for pupils transferring to other schools.
- To make applications for Education Health and Care Plans
- To overview each child's special provision to ensure it meets his or her needs.
- To proof IEPs, IEP reviews for accuracy of writing and provision needs.
- To proof read reports in the summer term.
- To ensure that special provision is effective.
- To have overall responsibility for the special provision timetable, co-ordinating schedules from therapists.
- To ensure provision is age and curriculum appropriate, particularly in relation to public examinations at KS4.
- To overview training needs within the special provision team.
- To balance special provision needs against curriculum entitlement.
- To provide information for statutory assessments.

- To collect, chair and record information for Annual Reviews, providing information to Local Authorities to support the updating of Education Health and Care Plans.
- To update school data held on PASS from Annual Reviews in collaboration with data management staff.
- To co-ordinate trans-disciplinary programmes and teach small groups as part of the Special Provision Team.
- To attend curriculum meetings when appropriate.
- To attend whole staff meetings.
- To assist with arrangements for the smooth running of visits by pupils who are attending three day assessments.
- To teach a reading, writing and spelling group.
- To continue to develop the long-term process of creating greater liaison between Special Provision and the subject curriculum through a trans-disciplinary approach.
- To contribute to the FHS whole school approach by performing additional tasks as necessary.
- To identify pupils public examinations; gather information re 'normal way of working' and make application to the relevant examination body.
- To be a member of the Leadership Team.
- To be part of the Appraisal Team.
- To be part of the Assessment/New pupils team.
- To help organise reading, literacy and Maths groups in consultation with others.
- To co-ordinate special projects in consultation with colleagues.
- To co-ordinate the Special Provision termly budget
- To liaise with parents.
- To liaise with Lower School SENCo.
- To liaise with the SENCo of School a child is moving to. Prepare reports, additional information.
- To provide an induction and support for new members of the Special Provision Team.

- To co-ordinate special provision and teachers for writing groups, maths groups and PSHE.
- To be part of the whole school induction team.
- To establish supervision/ peer support roles between team members.