**Job Description for Deputy Headteacher/SENCO**

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| Job Title: | Deputy Headteacher with SENCO responsibilities |
| Responsible to: | The Headteacher, Governing Body and the Local Authority |
| Pay Scale: | Leadership Scale L1-L5 |
| Position: Full Time | This is a senior position within the school’s staffing structure which carries with it membership of the Senior Leadership Team. It is a combined role with responsibility as the school’s SENCO |

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| Purpose |
| * Assist the Headteacher in leading and managing the school as a member of the Senior Leadership Team including: formulating aims and objectives, establishing policy, managing staff and resources and monitoring progress. * Deputise in the absence of the headteacher as directed by the Governing Board * Teach pupils as directed by the Headteacher * Lead subjects as directed by the Headteacher |
| Purpose (SENCO) |
| * Determine the strategic development of SEN policy and provision in the school * Responsibility for the day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEND * Provide professional guidance to colleagues and work closely with staff, parents and other agencies. |
| General Duties |
| * To carry out the duties of a school teacher and fulfil the professional responsibilities of a headteacher as set out in the as set out in the current Teachers’ Pay and Conditions Policy and the Professional Teachers Standards |

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| Key Responsibilities |
| *The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required as directed by the Headteacher.* |
| As part of the Senior Leadership Team |
| * Make a distinctive contribution to the life of the school * Interact with all stakeholders (both inside and outside of school) on a professional level in order to promote a mutual understanding of the school’s ethos, values and vision. * Lead colleagues by setting an excellent example and by positively encouraging and supporting all members of staff. * Take a lead role in the monitoring and evaluation of educational standards across the school * Contribute to the strategic direction and development of the school, including contributing to the writing and implementation of the SEF and SIP. * Report to Governors including writing reports for Full Governing Body meetings * Take an active role in the recruitment of staff * Maintain a high profile around the school and support a range of out of hours activities and events, including support for the Sellindge School Association (Parents’ Association) * Identify key areas of strength and CPD needs across the school * To carry out specific tasks related to the day-to-day administration and organisation of the school (including the Headteacher’s responsibilities when the Headteacher is unavailable) * Actively promote effective teaching and learning practices across the school. |
| Additional Responsibilities |
| * Be responsible for child protection and safeguarding across the school in the role of Deputy DSL. * To ensure high standards of behaviour across the school by leading on policy and procedures * To support the induction of new staff including NQTs, supply staff, students and volunteers. * To be responsible for the pastoral support for children and their families across the school * Line manage class based support staff * Carry out the appraisal for class based support staff following the school’s policy. * Carry out any tasks, duties and roles as deemed reasonable ongoing by the Headteacher |
| SENCO Responsibilities |
| * Lead on the strategic development of SEN policy and provision * Lead on the provision for any pupils with additional educational needs * Maintain up-to-date knowledge of national and local initiatives, including attending relevant meetings and be aware of the provision in the local offer * Use funding strategically and effectively utilise additional funding streams * Support in the development of the Pupil Premium plan * Maintain an accurate SEND register, provision maps and personalised plans * Maintain safety plans for pupils with additional needs * Analyse data and other evidence to support effective provision for pupils * Identifiy a pupil’s SEN and secure relevant services for the pupil * Review EHCPs with parents/carers, pupils and staff * Identify training needs for all staff and lead or access relevant training * Report to Governors including writing reports for Full Governing Body meetings |

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| Person Specification | |
| **Criteria** | **Qualities** |
| *Qualification and Training* | * Qualified Teacher Status * Degree * NPQ in leadership (desirable but not essential) * National Award for SEN Co-ordination (or a willingness to complete it within 3 years) |
| Experience | * Successful leadership and management in a school * Teaching experience * Involvement in self-evaluation and development planning * Successful line-management and staff development * Conducting/leading training for staff |
| Skills and Knowledge | * Ability to use evidence research, including data analysis, to identify where change is needed, set targets and implement improvement strategies. * Understanding of high quality teaching and the ability to model this to others * Understanding of school financial management * Effective communication and interpersonal skills * Ability to communicate vision and inspire others * Ability to build effective working relationships and ability to communicate professionally with all stakeholders * Sound knowledge of the SEND Code of Practice and other legislation * Good record keeping skills |
| Personal Qualities | * Committed to getting the best outcomes for all pupils, including those with additional educational needs, and promoting the ethos and values of the school * Committed to promoting the school’s Code of Conduct for staff * Use initiative in response to different situations and the ability to work under pressure and prioritise effectively * Committed to maintaining confidentiality at all times * Committed to safeguarding and equality |