

SALTWOOD CHURCH OF ENGLAND PRIMARY SCHOOL



JOB DESCRIPTION

POST: DEPUTY HEADTEACHER / SENCO

SALARY: LEADERSHIP SCALE, RANGE L1 – L6

RESPONSIBLE TO: Headteacher

Responsibilities

- To share in the leadership and the corporate responsibility of the school.
- To assist the Headteacher and Governing Body in ensuring high quality education for all pupils, continuous school improvement and on-going staff development.
- To undertake, in the absence of the Headteacher, the professional duties of headteacher and to deputise for the Headteacher in all aspects of management, control and discipline of the school.
- For SEN & D coordination across the school; supporting class teachers and teaching assistants with intervention programmes; provide appropriate staff training to keep staff informed and upskilled in the provision for SEN & D pupils; to report SEN & D pupil progress to the Headteacher and Governors.
- To ensure that the school is adhering to and delivering the responsibilities and duties of the current Code of Practice.
- To ensure that pupils with SEN & D are correctly identified and make relevant progress as a result of the additional and extra provision.
- To lead, manage, develop, deliver and maintain high quality SEN & D provision which enables quality first teaching that incorporates the Mainstream Core Standards and excellent learning outcomes and success for all pupils.
- To keep all aspects of paperwork, records and policies up to date and actioned as required by the Headteacher and Governors.

SPECIFIC RESPONSIBILITIES

Strategic direction and development of the school

In consultation and co-operation with the Headteacher:

- To help embed the vision, values, ethos and ambitions of the school and ensure the school's curriculum develops these.
- To contribute to effective school self-evaluation and improvement planning.

Leadership and management

- To serve on the Senior Leadership Team and support the senior leadership of the Federation as required.
- To act as joint Designated Safeguarding Leader with the Head Teacher
- To work with the Headteacher on the organisation and day to day running of the school and on the efficient management of school resources, including the engagement of staff.
- To promote the effective management of pupil behaviour and safeguard the welfare of children.
- To act as Pupil Premium Champion across the school, ensuring the need of disadvantaged children are met with relevant provision and publishing required statutory information.
- To fulfil the role of Designated Teacher to all Looked After Children and other vulnerable groups in the school, liaising with outside agencies such as VSK as appropriate.

Teaching and learning

- To provide a consistently outstanding role model and play a major role in the development of high quality teaching and learning throughout the school.
- To work with the Headteacher to ensure the ongoing monitoring and regular evaluation of the quality of teaching and learning and the delivery of a broad and rich curriculum.
- To work alongside class teachers to ensure consistent practice and application of the school's teaching and learning policy.
- Support the identification of and disseminate the most effective teaching approaches for pupils with SEN&D
- Collect and interpret specialist assessment data on SEN&D to inform practice
- Work with SEN & D pupils, class teachers and teaching assistants to appropriately support expectations
- Audit resources
- Monitor impact of provision for pupils with SEN&D

Accountabilities

- Contribute to the positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
- Support staff in understanding the needs of SEN & D pupils through class reviews and inset
- Devise and promote plans to ensure the needs of SEN & D pupils are met and that they are reflected in the school development plan
- Monitor progress of SEN & D children against their targets
- Advise Headteacher on the level of support and resources required to maximise pupil achievement
- Complete annual SEN report for Governors and website publication
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN&D – including the application for an EHCP or HNF as required
- Develop partnership with parents and pupils with SEN&D to ensure that their views are considered and acted upon as is reasonable

- Apply for and monitor any additional funding that is received to the school for pupils with SEN&D
- Manage own professional development in line with the school's values and ethos

Leading and Managing Staff

- Collaborate with other staff to review the needs of pupils with SEN&D
- Report to the Headteacher and the Governing Board on the effectiveness of SEN&D
- Advise and contribute to staff development
- Monitor the effectiveness of Teaching Assistants and ensure they receive ongoing professional development according to the needs of the children they support

Parents and the community

- Participate in the life of the school community
- Support parents and families who have a child with SEN&D, offering support and guidance
- Encourage parents to support the school

Additional Responsibilities and General Requirements

- Foster good relationships with all staff – teaching and non-teaching staff – in the school.
- Build a collaborative learning culture within the school and across the Federation. Actively engage with other schools to build effective learning communities.
- Support the Headteacher to maintain and develop further the culture of high expectations for self and others. To work in a consultative and supportive way with all staff
- Set personal targets and take responsibility for own professional development. To identify and pursue leadership and management development opportunities
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Headteacher