

Deputy Special Educational Needs Co-Ordinator (Deputy SENCO)

Person Specification

	Essential	Desirable	How to be tested
Qualification criteria: 5 good GCSEs including English and Maths at Grade C or above (or equivalent). - Excellent Microsoft Office (including Word and Excel) or similar skills. - Eligible to work in the UK.	√ √	√	Application form & evidence
Experience: - Experience of working with students with SEND in a secondary school setting. - Experience of supporting inclusive teaching and learning. - Knowledge of the SEND Code of Practice and relevant legislation. - Experience of working collaboratively with parents and external agencies. - Experience of leading interventions or managing support staff. - Experience of EHCP processes and annual reviews. - National Award for SEN Coordination. - Knowledge of SEMH, ASD, ADHD, and literacy interventions. - Providing high quality administrative support. - Working under a pressurised environment with meeting deadlines.	√ √ √ √	√ √ √ √ √ √	Application form
Vision and Strategy: - Vision aligned with Altwood Church of England School's high aspirations and high expectations of self, colleagues, students and others. - Understanding of how to, and commitment to, making regular contact with students, families and other agencies. - Vision of what makes a successful team. - Commitment to an inclusive ethos with regard to behaviour, interventions and progress - Awareness of the importance of effective policy and consistent implementation, facilitated by high quality and efficient information sharing. - Commitment to CPD and training in strategies and techniques to support student progress.	√ √ √ √ √	√	Interview
Behaviours, Skills and Abilities: - The ability to enthuse & inspire others and have a 'can do' attitude. - A commitment to every student making progress and achieving. - Excellent listening and communication skills and high levels of emotional intelligence. - Strong organisational, prioritisation and time-management skills and ability to work under pressure.	√ √ √ √		Interview

11. Resilience and optimism to lead through day-to-day challenges in a busy school environment.	√		
12. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.	√		
13. The ability to work well under pressure and to be decisive.	√		
14. Ability to use IT systems including databases and Microsoft Office products and produce system reports.	√		
15. Ability to pay attention to detail when completing administrative tasks.	√		
16. High levels of honesty and integrity, confidence & self- motivation.	√		
17. Ability to file accurately & maintain a filing system.	√		
18. Ability to record and convey accurate messages.	√		
19. Understanding and knowledge of confidentiality.	√		
Other: 20. The post holder must be committed to safeguarding the welfare of children. This post is subject to an enhanced DBS disclosure.	√		Interview



Deputy Special Educational Needs Co-Ordinator (Deputy SENCO)

Job Description

Line Manager:	SENCO / Assistant Headteacher Inclusion
Posts directly supervised:	LSA's and Intervention Staff (as appropriate)
Main Purpose of Role:	To support the SENCO in leading and managing the provision for students with Special Educational Needs and Disabilities (SEND) across the school. The Deputy SENCO will help ensure that students with additional needs are identified early, supported effectively, and enabled to achieve their full academic, social, and emotional potential. The role includes working closely with teaching staff, pastoral teams, parents/carers, external agencies, and students to promote inclusive practice and high-quality teaching for all learners.
Conditions of Service:	Reference should be made to the TDA publication National Occupational Standards for Support Staff.
Grade and Salary	Actual Pay 37 hours per week (Mon-Thurs 8:30am-4:30pm, Fri 8:30am -4:00pm) Term Time only + 5 inset days. Salary: Scale 4 pt 7-11 or Scale 5 pt 12-17 dependent on experience and qualifications.

Main duties:

Strategic Support

- Support the SENCO in implementing the school's SEND policy and inclusion strategy.
- Assist in monitoring and evaluating the quality of SEND provision across the school.
- Contribute to the school development plan with a focus on inclusion and student achievement.
- Promote a culture of high expectations and inclusive practice throughout the school.

Identification and Assessment

- Support the identification and assessment of students with SEND.
- Help maintain accurate SEND records and provision maps.
- Assist with the coordination of screening, assessments, and referrals.
- Monitor student progress and support staff in implementing appropriate interventions.

Student Support and Intervention

- Work collaboratively with teachers to ensure effective differentiation and adaptive teaching.
- Support the planning and delivery of interventions for students with additional needs.
- Contribute to the development and review of Individual Education Plans (IEPs), Support Plans, and EHCP documentation.
- Support transition arrangements for students joining or leaving the school.

Partnership Working

- Build positive relationships with parents/carers and communicate effectively regarding student progress and support.

- Liaise with external agencies including Educational Psychologists, CAMHS, Speech and Language Therapists, and local authority services.
- Work closely with pastoral teams, safeguarding staff, and attendance teams to ensure holistic support for students.

Staff Support and Training

- Provide guidance and practical support to teachers and support staff regarding SEND strategies.
- Deliver or contribute to staff training on SEND and inclusive teaching practices.
- Support the deployment and professional development of Teaching Assistants.

Administration and Compliance

- Ensure SEND documentation is accurate, confidential, and compliant with statutory requirements.
- Support preparation for annual reviews and EHCP meetings.
- Assist with SEND-related data analysis and reporting.
- Contribute to inspection preparation and compliance with the SEND Code of Practice.

Safeguarding

- Promote and safeguard the welfare of children and young people in accordance with school policies and statutory guidance.
- Report concerns promptly in line with safeguarding procedures.

Other:

- To attend staff briefings, and meetings as appropriate.
- To participate in INSET (Professional Development Days) as required.
- To participate in Staff Appraisals and absence management meetings in line with school policy

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: