



Job Description

Job Title:		Deputy SENDCo			
School:		Benfield School			
Date:	September 2020	Status:	Final	Pay Range:	Main/Upper Pay Range plus TLR 2C
Responsible to:		Director of Additional Educational Needs			
Responsible for:		Designated learning support staff			
Job purpose:		To provide strategic leadership for the communication and interaction ARP and to support leadership on all areas relating to Special Educational Needs and Disabilities at Benfield School as Deputy SENDCo.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

- 1 Carry out the professional responsibilities of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

Lead Teaching and Learning Responsibilities

Leadership for the communication and interaction ARP

2. To plan, deliver, evaluate and develop the curriculum within the ARP Provision and also ensure pupils can be in as many mainstream lessons as possible. To liaise with Curriculum Leaders and teachers in order to coordinate and provide suitable curriculum opportunities, teaching strategies and differentiation for pupils. Prepare and augment lessons when necessary to ensure coverage of the curriculum and the differentiated needs of pupils met.
3. Create and manage a positive learning environment and a supportive culture and behaviour management strategy that enables learners to achieve potential.
4. Plan effectively in the short; medium and long term, identify clear learning objectives for pupils.
5. Assess, record and report on the development and progress of pupils and analyse relevant data to promote the highest possible aspirations of pupils and target expectations and actions to raise pupils' achievements.
6. Work collaboratively within and beyond provision with support staff (including directing their day-to-day work) teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and wellbeing of pupils.

Specific managerial duties working alongside the Director of Additional Educational Needs

7. To line manage Learning Support Assistants.
8. Produce a development plan for the Provision which is consistent with Benfield priorities.
9. Attendance at annual reviews when invited and other appropriate meetings. Arrange and chair annual review meetings for students within the ARP.
10. To prepare and deliver INSET within school and for the wider community.
11. Working with the Local Authority to ensure SLA arrangements and collaborative work with the Newcastle SEND Team (Outreach, School effectiveness and SARS) are being met, upheld and are delivering a high-quality service to our pupils in the school.
12. Managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Generic Teaching and Learning Responsibilities

13. Establish a positive, purposeful and safe learning environment and develop positive relationships to support learners to manage their own behaviour constructively. Establish and maintain a consistent and supportive culture in line with the school's Behaviour Policy by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school's behaviour policy.
14. Contribute to the monitoring and development of a designated area of learning and/or age phase, and pupil attainment and progress across the curriculum, to ensure appropriate opportunities are provided for learner aspirations to be met.
15. Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the bespoke needs of learners are met. Plan and prepare homework and other out of class work.
16. Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
17. Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructive feedback on learners' attainment, progress and areas of development.
18. Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
19. Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
20. Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school and trust aims.

21. Take responsibility for ensuring an awareness and understanding of local opportunities which support our school communities.
22. Make significant contributions to implementing workplace policies and practice and to promote their implementation.
23. Give advice on the development and wellbeing of children and young people, if required.
24. Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Trust responsibilities

25. Work to fulfil the vision and values of the trust.
26. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
27. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
28. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
29. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
30. Participate in appraisal, training and development and other activities that contribute to performance management.
31. Attend and participate in regular team and 1:1 meetings.
32. Promote appropriate transition arrangements with trust primary schools.

