



DOWNLANDS SCHOOL - LEARNING IS AT THE HEART OF EVERYTHING WE DO
“This is an outstanding School” – OFSTED January 2017

ROLE SPECIFICATION – Deputy SENCO

Job Title:	Deputy SENCO
Grade	Main Pay Range/Upper Pay Range plus TLR 2a (£2,721) and SEN 1 Allowance (£2,149)
Contract	Full time
Reporting to:	SENCO
Start Date	1st September 2019

MAIN PURPOSE OF THE ROLE:

- To organise, develop and implement the support and inclusion of pupils with SEND.
- To work with the SENCO to develop and implement the School’s strategy for Special Needs so that it integrates with the major objectives of the school development plan, and the School’s SEND Policy.
- To manage the day to day operational matters of SEND in the school.
- To teach children with a range of special educational needs either individually or in small groups. Predominantly such lessons will be Maths, numeracy and specific learning difficulties, with the aim of developing a child’s independent learning within mainstream classes across the curriculum.
- To lead on the school’s recent achievement of the “Autism Aware” award, specialising in intervention and support of students with ASC.



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ACCOUNTABILITIES AND TASKS

Accountability	Task
<p>In consultation with and supported by the Assistant Headteacher (Inclusion), to support the SENCO with their task and deputise as needed</p>	<p>To develop plans of action, schemes of work and materials to support SEND pupils' progress within the curriculum. To be involved in identifying all levels of need, planning and reviewing appropriate and effective interventions. In collaboration with other SEND teachers to support and advise mainstream subject teachers to define appropriate activities for the pupils and to maintain and update all appropriate data and reports. To provide detailed SEND reports concerning individual pupils as required. To liaise with parents and other agencies, such as the medical profession, social workers, speech and language therapists and educational psychologists; To work flexibly within the SEND team to further develop the department's aims and within the ethos of the school.</p>
<p>Curriculum Management</p>	<p>To assist with the implementation of the School's Special Needs Policy. To ensure that appropriate, consistent support is given to those children identified as having special educational needs Promoting awareness of special educational needs and disability Ensuring that staff are provided with clear guidance on what steps they should follow when SEND are identified and what their curriculum responsibilities are in such cases Working with other professionals to develop and review strategies and support for SEND pupils To facilitate Annual Reviews of a group of pupils with EHCP/Statements and to write review reports. Develop innovative and appropriate approaches to learning for students with specific learning needs. For example: those with a low skill base, hearing or visual impairment Evaluating the design and delivery of the curriculum initiatives for SEND; continuously striving to improve all aspects</p>



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	<p>Where appropriate consulting with parents and external personnel to consider initiating a statutory assessment of special educational needs</p> <p>Ensuring that there is an effective assessment, recording and reporting system of student progress</p> <p>Regularly monitoring appropriate ICT resources continue to influence and improve learning or pupils</p>
<p>Community Links</p>	<p>Networking with the local SEND Hub and other agencies who are committed to assisting with the learning needs of children with SEND</p> <p>Developing initiatives to outreach to the community</p> <p>Networking with Secondary schools in West Sussex to share best practice</p>
<p>Facilities</p>	<p>Ensuring that resources to deliver the curriculum are acquired and are maintained effectively thereafter</p> <p>Making sure that the accommodation is used in the most effective way to meet the needs of all pupils and of the curriculum</p> <p>Ensuring that the interior and exterior of the teaching and learning accommodation is maintained to a high standard that reflects the ethos of the Department and the School</p>
<p>Administration</p>	<p>Making sure that there are effective systems for gathering information about the changing needs of pupils with special educational needs</p> <p>Making sure that information about individual pupils is gathered from a number of different perspectives where appropriate</p> <p>Keep records up to date and ensuring that only appropriate personnel have access to the details of individual pupils</p>
<ul style="list-style-type: none"> ➤ Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. ➤ The job is subject to the current School Teachers’ Pay and Conditions and the policies established by the governors ➤ This job description may be amended at any time following discussion between the head teacher and member of staff, and may be reviewed annually 	



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PERSON SPECIFICATION – LEAD TEACHER SEND

Qualifications Knowledge and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> • Qualified Teacher Status • A record of successful, or ideally outstanding, teaching of SEND pupils in another school • A clear philosophy of how successful learning is promoted and why the subject should be taught • Awareness of the strategies available for improving the learning and achievement of pupils of all abilities • Knowledge of national requirements • Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people 	<ul style="list-style-type: none"> • Good teaching skills that enable learners of all abilities to make at least the progress expected with the ability to motivate students of all levels and make learning enjoyable • The ability to personalise learning so that pupils with special needs and other identified groups make at least the progress expected • Good classroom and behaviour management skills with high expectations of pupil learning and behaviour • The ability to assess pupil progress and use this assessment to promote further learning • Good communication skills both verbally and in writing • Good inter personal skills that promote good relationships with pupils, parents, colleagues and outside agencies • A confident user of IT, with the ability to use it to enhance pupil learning in the classroom 	<ul style="list-style-type: none"> • A reflective practitioner with a positive attitude towards continuing professional development and their own learning • Ambition for further future promotion • Good personal organisation and time management • A commitment to equality of opportunity for all pupils • Ability to work effectively under pressure



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Further Information:

Downlands Community School is a thriving, 11-16, mixed, comprehensive school, set in a beautiful location at the foot of the South Downs and only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. Full information about the School is available from the Downlands Website - see “Information for Applicants” under “Information – Vacancies” on the website.

Downlands was recently inspected by OFSTED and the report, published in January 2017, judged the School to be “outstanding” in all areas. Please visit the OFSTED or School website to read the report. The School will grow by an additional form of entry each year for the next 4 years. The vacancy arises due to the promotion of the current post holder.

This is a rare opportunity for a talented and ambitious teacher to contribute to the continuing development of the Learning Support Department.

There are three teachers who specialize in special needs, of which the person appointed will be one. There are seven Teaching Assistants and three Learning Mentors and each of the Core Subjects has their own Learning Intervention Assistant.

The Department provides effective support for children with all kinds of additional needs. OFSTED found that “Disadvantaged pupils and those who have special educational needs and/or disabilities are well supported and make strong progress.”

Downlands is West Sussex School and uses West Sussex pay scales. The pay range for a Main Scale Teacher is point 1 (£23,720) to point 6 (£35,008). Teachers will be placed on this range according to the number of years of successful teaching experience they bring. The pay range for teachers on the Upper Pay Range is point 1 (£36,646) to point 3 (£39,406). Teachers will be placed on this range according to their current point on the range unless evidence can be produced of successful appraisal and recommendation from the current Headteacher that progression is warranted.



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Applications

Visits prior to application are welcomed and encouraged.

Applications should be made on a West Sussex Application form for teaching posts together with a “Safer Recruitment Form” both of which can be downloaded from the School website. Applications should be addressed to Mr M Wignall –Headteacher Designate and emailed to our HR Officer: mhill@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory qualifications, references, criminal record and health checks.

A copy of the staff dress code can be found on the school website

The start date is **1st September 2019**

The **closing date** for applications is midday on **Wednesday 22nd May**. Interviews will be held soon after. Applicants that have not been invited to interview by 18th May should assume that they have not been successful on this occasion.

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Mark Hill.
Email: mhill@downlands.org or telephone 01273 845 892 Ext 269 or direct line 01273 84 77 34

Thank you for your interest in the post.