



Westbourne
House School
CHICHESTER

JOB DESCRIPTION

DEPUTY SENCO

Responsible for: Supporting the SENCo in overseeing the provision made for the special educational needs of pupils within the school

Consulting with: All colleagues

Reporting to: Headteacher, SENCo

Duties and Responsibilities:

- To assist in the co-ordination of provision for pupils with special educational needs.
- To assist in the co-ordination of procedures to assist in the identification of pupil's special educational needs.
- To liaise with and advise fellow teachers.
- To liaise with parents on all aspects of their child's support in school.
- Be willing to work with any child from Nursery through to Y8, who has been identified as having additional academic, social, behavioural or emotional needs within the school.
- Informally assess the learning, social, behavioural and emotional needs of pupils identified as experiencing difficulties in our school.
- Write and supervise individualised programmes of study for individuals identified as having additional needs.
- Work with individuals, leading their individual programmes, supporting classwork and Prep and teaching good study habits.
- Establish a good working relationship with the pupils in his/her care to encourage the development of independent learning and greater self-esteem.
- Work with the class teachers, subject staff and outside agencies (as applicable) regarding targets, perceived needs, useful support strategies and progress.
- Advise and assist with the production of differentiated materials.
- Report to, and liaise with, parents, staff, outside agencies and pupils as appropriate.
- Keeping records of provision and details of individual programmes.
- Monitor the progress of pupils using standardised testing.
- Obtain staff, parental and pupil's views on progress.
- Discuss and evaluate the provision given on an annual basis.

- Provide staff with a summary of recommendations made following assessment by an outside agency.
- Attend regular departmental meetings.
- To make appropriate contributions to case meetings, and written reports.
- Keep abreast of developments within the field.

Generic

- Attend all statutory training that is required to work within a School.
- Take part in the school appraisal system.
- Be sympathetic to the school's aims and ethos.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.