

**JOB SPECIFICATION
DEPUTY SENDCO – FOCUSED PROVISION (MLD)**



GREENWOOD
ACADEMIES TRUST

Reports To: SENDCO

Why	<p>Job Summary:</p> <ul style="list-style-type: none"> To complement the work of the SENDCo. To lead and manage the focused provision for pupils with MLD. 	
What	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> To lead and manage the focused provision for pupils with MLD by: leading curriculum planning, development and implementation; arranging the timetables for staff teaching or supporting within the focussed provision; liaising with the SENDCo and outside agencies for guidance regarding best practise and adapting the curriculum accordingly so it remains appropriately aspirational for pupils To lead and manage the educational outcomes and personalised learning needs for pupils accessing the focussed provision by ensuring EHCP and HLN requirements are met; creating, reviewing and updating personalised timetables; assessing, tracking, recording and reporting on pupil progress and behaviour using appropriate assessment tools. To work with the SLT lead for Personal Development to plan and deliver an enriching personal development programme for pupils accessing the focussed provision, including appropriate PHSE, Citizenship, SMSC/FBV development, careers guidance and inclusion in extra-curricular events, trips, clubs and activities. To work with Heads of Faculty to ensure pupils accessing the focussed provision have the opportunity to attend (or reintegrate into) mainstream lessons with their peers wherever possible and appropriate. To work with Heads of Year to ensure pupils accessing the focussed provision have the opportunity to attend assemblies and other year group specific activities with their peers wherever possible and appropriate. To promote and support the inclusion of pupils accessing the focussed provision in whole school life, including mixing with their peers during break and lunch times, and providing opportunities for (and encouraging) mainstream teachers and support staff to get involved in the work of the focussed provision. To provide administrative support with all aspects of the SEND code of practice in relation to the focussed provision, particularly with: consultations, HLN bids and EHCP reviews. To liaise sensitively with parents and carers of pupils accessing the focussed provision regarding all aspects of their provision (eg learning, progress, behaviour, attendance, safeguarding) being a point of contact for parents. To lead SEND review meetings, represent the school in Multi Agency meetings and facilitate the sharing of relevant information with parents and between other support services and external agencies as appropriate for pupils accessing the focussed provision. To lead and manage transition for pupils will be, or are, accessing the focussed provision, ensuring the needs of those joining the provision can and will be met and ensuring those moving on from the provision are supported appropriately (eg with careers advice on suitable pathways, college visits, etc) To support the SENDCo in the day-to-day leadership and line management of Teachers, TAs or LMs deployed in the focussed provision, including: direction; allocation; co-ordination; development and appraisal of performance. To support the SENDCo in the day to day leadership and line management of TAs or LMs with particular responsibility for the growth and development of the Academy's Alternative Curriculum provision. To deliver induction and on-going training to new TAs or LMs deployed in the focussed provision. Alert the appropriate staff on a need to know basis of pupil safeguarding concerns. Act in accordance with Trust policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management. Ensure the health and safety of all pupils at all times. Maintain confidentiality at all times. Any other duties as deemed appropriate. 	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p>Framework</p>	<p>Supports others to apply the Trust's ethos.</p>

	<p><i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	<p>Know how to identify and support children and young people with SEN, and to plan and implement the Graduated Approach to meet the needs of SEN pupils within the school.</p> <p>Participates in Health & Safety working teams.</p> <p>Encourage individual and collective responsibility.</p> <p>Participate in whole academy initiative.</p> <p>Disciplined, tenacious and pragmatic.</p>	
	<p>Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i></p>	<p>Take responsibility for cascading to the department up to date knowledge and information about particular areas.</p> <p>Embedding practice ensures highly effective professional contribution across the academy.</p> <p>Give and receive effective feedback and act to improve personal performance.</p>	
	<p>Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Has a basic understanding of supervision / line management principles, consults widely and may provide direction to achieve results.</p> <p>Encourages openness and honesty.</p> <p>Does not apportion blame.</p> <p>Understands the impact and implications of projects/activities on own or others areas of the organisation.</p> <p>Fosters positive and productive relationships across the team in order to deliver results.</p> <p>Sets clear objectives and checking for understanding.</p>	
	<p>Working with Others <i>Work effectively with other professionals, parents, carers and outside agencies as well as with pupils themselves.</i></p>	<p>Works in partnership with and communicates effectively with parents/carers and external agencies.</p> <p>Drafts reports and ensures all relevant staff, parents/carers and external agencies are kept informed of progress.</p> <p>Works collaboratively with others to make informed decisions for the benefit of pupils.</p>	
	<p>Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i></p>	<p>Sets short term tasks (daily, weekly)</p> <p>Contributes to plans for change</p> <p>Develops own effectiveness in role, adapting to changing priorities</p>	
	<p>Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Ensures communication has met its purpose</p> <p>Presents complex information and concepts in a way that is simple and easy to understand</p>	
	<p>Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i></p>	<p>Creatively focuses upon solving the problem. using different techniques/ experience from other areas</p> <p>Responsible for proposing what decisions should be made within the team and what needs to be referred</p> <p>Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format</p> <p>Deals with problems across departments to achieve resolution</p>	
Context	Interfaces	<p>Internal/External</p>	<p>Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.</p>
		<p>English Language Fluency</p>	<p>An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.</p>
		<p>Financial impact/budget</p>	<p>Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.</p>
	Scope	<p>People (directly/indirectly manage)</p>	<p>Act as a role model, promoting consistently high expectations of</p>

		behaviour in a professional and courteous manner.
	Travel	You will be required to travel to academies as necessary.
Education, Qualifications and Experience (EQE)	Essential <ul style="list-style-type: none"> • QTS • Hold, or be willing to work towards, the National SENDCo qualification. 	
Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.