**Job Description**

**Worthing High School**

***Always Pursue Excellence***



**POST: DEPUTY SENDCO (Maternity Cover FIXED TERM)**



Accountability: Heads of Inclusion (SENCO)

**MAIN DUTIES (Deputy SENDCO) may include:**

* To provide support to the Head of Inclusion (SENCO)
* To lead the department in the absence of the Head of Inclusion (SENCO)
* To lead on LSA timetabling and deployment each day, arranging support staff cover as necessary.
* To liaise with the Disadvantaged Pupil Lead to identify specific intervention strategies to support students with SEND who are in receipt of Pupil Premium funding for suitable impact against progress
* Assist in developing and overseeing a range of interventions designed to support achievement for those students who have SEND
* Assist in effective liaison with supporting agencies and lead multi-agency case meetings
* To line manage support staff across the department.
* To manage transition intervention work for SEND students from Key Stage 2 to 3 and from Key Stage 3 to 4
* To manage the implementation of the Homework Policy across the Inclusion department
* Work with SLT in the implementation of the School Behaviour for Learning Policy with SEND students.
* To liaise with SLT re enrichment opportunities inside and outside of school for students with SEND
* To work with key stakeholders to ensure all interventions are effectively tracked and monitored for progress with students with SEND.
* To lead on annual review for keyworker students and support members of the SEND department with annual reviews as directed by the heads of inclusion.

Within the curriculum area to support the Head/s of Inclusion to:

* Promote an ethos in accordance with our school mission
* Maximise the achievement of all students
* Support all teachers within Inclusion and across the school by providing vision and direction
* Establish a visible presence relating to Inclusion to teachers, students and parents
* Breakdown the barriers to learning for students with SEND
* Assist the Leadership Team to ensure that the Inclusion area provides a range of teaching which complements the school’s strategic objectives

**Main Duties may include: Teaching and Learning**

* To act as an Inclusion Keyworker.
* To administer and analyse standardised and diagnostic tests.
* To plan and deliver precision teaching programmes in literacy and numeracy.
* To undertake relevant training, as required.
* To teach nurture classes in English and alternative provision lessons.
* To support identified students in mainstream classes, ensuring access to the curriculum through adaptive teaching.
* Liaison with subject teachers.
* To ensure that students’ needs are met in a responsive way, in line with the concept of inclusive learning.
* To work in close collaboration with other members of the Inclusion team.
* To keep abreast of national and research developments in areas of SEN.
* To observe the school’s policies and procedures.
* To assist in the smooth running of the school.

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.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences.

September 2025