



JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Deputy SENDCO

Grade: 7

Directly Responsible To: SENDCO/ Deputy Headteacher (Pastoral)/
Assistant Headteacher (Teaching and Learning)

Joint Responsibility For: Teaching Assistants

Primary Purpose and Scope of the Job:

The purpose of this role is to ensure that our SEND provision is highly effective, ensuring that all relevant information is provided to key stakeholders in a timely and accurate manner. To support the SENDCO undertake day to day coordination of SEND pupils' provision through close liaison with staff, parents and external agencies.

MAIN DUTIES AND RESPONSIBILITIES / ACCOUNTABILITIES

1. Coordinate all EHCP Review meetings ensuring accurate minutes are recorded and all documentation is disseminated to relevant stakeholders following each meeting.
2. Liaise with all teaching staff to ensure all documentation is ready in time for each review meeting.
3. Ensure all Pupil Passports are circulated to relevant staff.
4. Coordinate and liaise with TESS and EP, including communicating invites to all parents.
5. Ensure that all relevant SEND documentation is appropriately recorded and securely stored (CPOMS).
6. Design, implement and quality assure individual plans for pupils
7. Lead, Manage and Coordinate Exam Access Arrangements for SEND pupils
8. Ensure that Access Arrangement documentation is up to date and recorded in line with JCQ requirements
9. Liaise with Exams officer re: requirements for all exams (Internal and External).
10. Communicate and Liaise with all external agencies re in school appointments.
11. Actively track pupils with non-statemented additional needs
12. Attend pupil progress panel meetings where appropriate
13. Liaise with HoDs/Departments regarding pupil achievement and progress

14. Review pupil outcomes in order to inform discussions around the appropriate support and intervention strategies
15. Maintain and develop resources, coordinate their deployment and monitor/track their effectiveness in meeting the key priorities of the school for pupils with identified additional needs
16. To assist in the appraisal process of TA's and HLTA's professional development, including whole school INSET provision
17. To undertake other relevant duties associated with this post as directed by SENCO.

GENERAL

- Establishing and maintaining effective working relationships with professional colleagues and subject leaders to develop creative approaches to learning
- Establishing effective relationships with parents and inform them of developments and practices
- Participation in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Playing a full part, in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerned to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall Catholic ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training, other learning activities and performance management as may be reasonably directed.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as may be reasonably directed.
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To undertake first aid training and administer first aid wherever appropriate.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared, it is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date: September 2026

Post Holder:

Postholder Signature:

Date: