****

**Merdon Junior School**

*Achieving the best for all*

**Deputy Head/SENCo- Job Description**

**Job Title and Level**

Deputy/SENCo - Leadership Scale L7-11

**Main Purpose of the Role**

The Deputy/SENCo will be an integral part of the school's leadership team, working closely with the Headteacher to drive forward the strategic vision of Merdon Junior School. As the Deputy/SENCo, you will be responsible for developing and embedding the school's core values in all areas of school life. You will share the day-to-day management and operation of the school, ensuring the effective development and implementation of the curriculum.

Crucially, you will also serve as the school's Special Educational Needs Coordinator (SENCo), leading the provision of SEN across the school. With a strong commitment to supporting all learners, you will monitor pupil progress, evaluate all aspects of the school's work, and lead by example as an outstanding practitioner.

**Key Responsibilities and Duties**

**Strategic Leadership**

* Contribute to the development and implementation of the school's strategic vision
* Work closely with the Headteacher to drive forward the school's improvement priorities
* Deputise for the Headteacher, taking responsibility for the day-to-day management and operation of the school

**Special Educational Needs and Disabilities (SEND) Leadership**

* Serve as the school's Special Educational Needs Coordinator (SENCo), leading the provision of SEN across the school
* Ensure the school's SEND policy and practice is effective in identifying and supporting children with additional needs
* Work closely with the SENCO, teachers, and support staff to implement appropriate provision for pupils with SEND, including the management of Education, Health and Care Plans (EHCPs)

**Curriculum Development and Implementation**

* Oversee the development and implementation of the school's curriculum, ensuring it is well-sequenced and promotes progress for all children
* Monitor the quality of teaching and learning, providing support and challenge to teachers to ensure high-quality provision
* Analyse pupil progress data and use this to inform curriculum planning and targeted interventions
* Monitor the progress of pupils with SEND and evaluate the impact of interventions, adjusting provision as needed

**Behaviour and Pastoral Support**

* Lead by example in promoting positive behaviour and a nurturing, inclusive school environment
* Work with teachers to suggest and implement appropriate behaviour management strategies, ensuring a consistent approach across the school
* Provide pastoral support to pupils, working closely with families and external agencies as needed

**Professional Development**

* Model excellent teaching and learning practice, supporting the development of staff through coaching, mentoring, and the provision of high-quality CPD
* Take an active role in your own professional development, seeking opportunities to enhance your skills and knowledge

**Skills and Competencies**

* Proven experience as a successful school leader, with a track record of driving school improvement
* Excellent knowledge of the Primary curriculum and effective teaching and learning strategies
* Strong understanding of SEND legislation, policies, and effective practice in supporting children with additional needs
* Ability to analyse and interpret data to inform decision-making and target interventions
* Effective communication and interpersonal skills, with the ability to build positive relationships with pupils, staff, parents, and external agencies
* Excellent organisational and time management skills, with the ability to prioritise and delegate effectively

**Professional Development**

As a member of the school's leadership team, the Deputy/SENCo will have access to a range of professional development opportunities to support their continued growth and learning. This may include:

* Participation in leadership development programmes, such as the National Professional Qualification for Senior Leadership (NPQSL)
* Attendance at relevant conferences and training events to stay up-to-date with best practice in areas such as curriculum development, SEND provision, and behaviour management
* Opportunities to work with colleagues from other schools to share expertise and learn from each other

The school is committed to supporting the professional development of all staff, and the Deputy/SENCo will be encouraged to take an active role in their own learning and development.

**Safeguarding**

The Deputy/SENCo will have a crucial role in safeguarding the welfare of all children at Merdon Junior School. Key responsibilities will include:

* Ensuring the school's child protection and safeguarding policies and procedures are effectively implemented, with a particular focus on supporting vulnerable children and those with SEND
* Be a Deputy Safeguarding Lead at the school
* Working closely with the Designated Safeguarding Lead to identify and respond to any safeguarding concerns, making appropriate referrals to external agencies as needed
* Promoting a culture of vigilance and a safe environment for all children, with a strong emphasis on early intervention and prevention
* Providing training and support to staff to ensure they are equipped to recognise and respond to signs of abuse or neglect
* Ensuring that the school's recruitment and vetting procedures are robust and in line with statutory requirements

The Deputy/SENCo will be expected to demonstrate a strong commitment to safeguarding and the promotion of the welfare of children, with the ability to work effectively with external agencies and families to protect and support vulnerable pupils.