

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Deputy SENCo
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p><b>Key Purpose</b> The Bishop of Winchester Academy offers a range of provisions for students with Special Educational Needs. The Deputy SENCO will need to have excellent communication skills. They will work closely with the SENCO, supporting and liaising with staff, parents and external agencies to ensure identified student's needs are met. They will help to support the learning support assistant team and help to ensure high quality in-class support. The position will require vision, expertise and commitment in the area of SEN. The assistant SENCO will ideally have experience in multi-agency working and have a strong awareness of the relevant SEN legislation that underpins SEN within schools.</p> <p><b>General Classroom Support</b> To help support teachers with learning resources, materials and differentiated work where identified.</p> <p><b>Provision for students with EHCPs</b> To help organize and co-ordinate the day to day running of the Learning Support Assistant team.</p> <p>To provide learning support to students under the direction of the SENCO</p> <p>To build constructive relationships with Learning Support Assistant team and teachers.</p> <p>To support the integration and inclusion of students, appropriate to their NC levels. GCSE target grades in the mainstream classes.</p> <p>To ensure best attainment of students and to track each individual's progress.</p> <p><b>Developing awareness within the academy community</b> To improve and seek out training opportunities for staff supporting SEND students.</p> <p>To work collaboratively with class teachers, offering liaison and support to help them be aware of the implications of SEND.</p> <p><b>Main duties</b> To help oversee Learning Support Assistant allocation and timetables</p> <p>To amend and extend access plans for students with ECHP's or at SEN support</p>

	<p>To contribute and attend the Annual Reviews of students with education health care plans.</p> <p>To provide advice and support to class teachers and learning support staff.</p> <p>To liaise with class teachers on student progress.</p> <p>To liaise with the SENCO and exams/testing co-ordinator to ensure support is put in place for students requiring access arrangements.</p> <p>To participate in the INSET programme for the academy.</p> <p>To provide support observations to students who have been referred to the SEN team by concerned staff.</p> <p><b>Delivering learning activities</b> To assist the teacher with the development of in-class support including; differentiation, behaviour, social interaction.</p> <p>To help support the management and development of interventions within the Inclusion Room a specialist area within the academy providing support to students with special needs and / or supervising students not working to a normal timetable.</p> <p><b>Behaviour Development</b> To assist with the students' personal, behavioural and social development through appropriate guidance and advice. To act as a good role model to students by demonstrating respect and responding appropriately through your interactions with students and adults.</p> <p><b>Evaluation and record keeping</b> To review access plans with students, parents and professionals as part of the identify, plan, do, review cycle. To be able to plan, monitor and amend Learning Support Assistant timetables in liaison with the SENCO</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
<b>Reporting to:</b>	SENCO/ Vice Principal
<b>Responsible for:</b>	<p>Overseeing Learning Support Assistant allocation and timetabling.</p> <p>Assisting the SENCO in leading the Learning Support Assistants.</p> <p>Assist with LSA induction programme and observations.</p>

	Provide practical support for learning support assistants and teachers by establishing good relationship with all students, staff and professionals Assist with the completion of statutory EHCP paperwork – requests, collating evidence, annual reviews.
<b>Liaising with:</b>	SENCO, Vice Principal, Level 3 LSA's, Emmaus Centre staff, Learning Support Assistants, School Educational Social Worker, external agencies as appropriate, staff, students and parents/guardians/carers.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	
<b>Disclosure Level:</b>	Enhanced
<b>Review Date:</b>	Annually as part of the Performance Management process.
<b>Section Two</b> <b>Professional Duties and Responsibilities</b>	
<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>• To continually seek development opportunities to improve personal performance</li> <li>• Vice Principal is advised of training needs.</li> <li>• Development opportunities are sought/acted upon.</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile</li> <li>• Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes</li> <li>• Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.</li> </ul>
<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.

<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
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**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.