



WALTHAMSTOW ACADEMY

Job description: Deputy SENCo

(in addition to that for a Subject Teacher)

Job Purpose

The Deputy SENCo supports the effective and efficient running of the Inclusion department providing crucial admin and strategic planning support to the Assistant Principal. The Deputy SENCo will assist in delivering strategic leadership and contribute to the continuous improvement of SEND support across the Academy and ensuring effective implementation of the Academy's SEND policy and provision.

Responsibilities

- Support the SENCo in managing the day-to-day operations of the SEND Department.
- Contribute to the strategic development of SEND provision, helping to review and update the Academy's SEND policies and practices.
- Organise and lead half termly interventions that take place for students with SEN.
- Triage and analyse EHCP recommendations for SEN students to determine the right course of intervention that is suitable for their needs
- Track and report the impact of interventions to SENCo and suggest actions for next steps.
- Liaise with parents of students with SEN who are part of an intervention programme, providing an update on the progress they have made (or not)
- Analyse literacy intervention data to create reports of trends and suggest teaching strategies for teaching staff to support vulnerable readers.
- Deliver Pop-up CPD for teaching staff throughout the year to provide guidance on how to support students with SEN in the classroom and maintain awareness of CPD availability for Inclusion department, sharing external CPD opportunities with the department and ensuring departmental feedback.
- Lead and organise SEN awareness months across the Academy, creating and sharing resources for PSHE sessions.
- Complete student voice for EHCP annual reviews and suggests adaptations towards the EHCP for the annual review
- Timetable, monitor and review the LSA timetables of support and intervention programmes and support in the arrangement of cover or redeployment of LSAs due to LSA absence – including the allocation of Cover Supervisors in LSA roles when free.
- Regularly update the SEN Provision Map including funding allocation.
- Liaising with data manager to collate SEN student attendance and punctuality registers, PPE data, and behaviour data for intervention programmes and provide report summaries to the SENCo.
- Working with SENCo to identify interventions that SEN students need, and providing resources and planning support to LSAs delivering interventions and mentoring
- Providing and monitoring interventions and mentoring logs – ensuring LSAs keep up-to-date.
- Coordinate arrangements for screening students and collate the data to be reviewed.
- Arranging Annual Review meetings with SEN officer, parents and SENCo and complete associated paperwork.
- Support the writing of proposals, applications and inclusion development plans.
- Direct LSA's to create and update strategy sheets for all SEN and EHCP students ensuring they are regularly reviewed.
- Work with all teachers and LSAs allocated to curriculum areas to ensure the learning needs of all SEN students are met.
- Support with consultation process by pre-reading and identifying key points for response and feeding back to SENCo and Complete inclusion documentation such as EHCP referrals, updates and reviews.



- Communicate effectively with parents and professionals in person, on the telephone and using email to: provide information, take and record messages and schedule meetings for the SENCo/Deputy SENCo as appropriate.
- Maintain a directory of outside agencies and specialists able to provide local support and maintain effective liaison with them.
- Keeping on top of CPOMs alerts for SENCo and alerting them to priority cases.
- Undertake tasks such as letter/email writing to parents and professionals about provisions provided by the Academy or requests for consent.
- Assist with arrangements for inclusion visits, trips and events.

Other:

- To undertake relevant training to enhance personal development, using the knowledge to benefit the Academy.
- To maintain confidentiality at all times in respect of Academy-related matters and prevent disclosure of confidential or sensitive information.
- To undertake any other reasonable duties as requested by the Principal or SLT or Line Manager.
- To have due regard for safeguarding and promoting the welfare of students and to follow the child protection procedures adopted by United Learning and the Academy's safeguarding policy.
- To continue personal development in the relevant areas.
- To attend departmental meetings as necessary.
- To work as a member of a designated team and to contribute positively to effective working relationships within the Academy.

Links

- to report to your line manager and to contribute actively to a relevant and coherent learning experience for students across the whole Academy
- to work closely with the Examinations' Officer to ensure appropriate provision for SEN students
- to work with all teachers and LSAs allocated to curriculum areas to ensure the learning needs of all SEN students are known and met
- to build positive relationships based on high expectations with students with SEN
- to provide an additional link with parents in relation to work in your area
- to liaise effectively with external agencies and service providers, having an overview of the procedures for engaging them, either on a diagnostic or support basis.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post, including on appointment.

ESE Jan 2026