THE HOLT SCHOOL
Holt Lane
Wokingham
RG41 1EE

Tel: 0118 978 0165
holtschool@holt.wokingham.sch.uk
www.holtschool.co.uk

Deputy SENCO

Pay scale TLR 2c

Required from January/April 2027

This is an excellent opportunity for a successful, enthusiastic teacher to lead this important area of the school. You will be working directly with the SENCO. The successful candidate will be a hard-working teacher with imagination, initiative, vision, a passion for teaching and the ability to motivate and inspire young people.

The Deputy SENCO will work alongside the SENCO in leading SEN provision in school. This will include

- To secure high quality learning outcomes for students with special educational needs.
- To liaise with teachers, LSAs and outside agencies to secure improved outcomes in learning for all students with special educational needs.
- To attend annual reviews and other multi-agency meetings.
- To smooth the transition process for students with SEN between feeder schools, into higher education and other settings.
- To work closely with the SENCO, LSAs and Senior Leadership Team to deliver efficient coordination and strategic planning in guidance and support across the school.
- To liaise closely with appropriate staff to secure improved rates of student attendance and lower rates of persistent absence for students with SEN.
- To liaise with staff to identify individuals / groups who may have SEN and plan effective intervention strategies to accelerate learning.
- To communicate regularly with parents/carers

This is an exciting and broad-ranging role, which is central to the future success of the school as we strive for excellence in all areas of our work. We believe it provides an excellent opportunity for a successful teacher who is keen to broaden their experience and expertise at a whole school level, in readiness for progression to becoming a SENCO in the future and we will support you in working to achieving The National Award for Special Educational Needs Coordination.

Please apply here: https://mynewterm.com/jobs/136880/EDV-2026-HS-34791

CVs will not be accepted.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Closing Date: 9am, Monday 7th December 2026

THE HOLT SCHOOL
JOB DESCRIPTION

Job Title:	**Deputy SENCO**	**Name:**	
Reports to:	**SENCO**	**Issued/Reviewed:**	**November 2026**
Pay Scale:		**FTE :**	**1.0FTE**
Employment Status	**Permanent**		
Allowance:	**TLR 2c**		

Teaching and Learning: (30/50 teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are “on report”, for ‘round robins’ or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school’s B4L policy to maintain the highest standards of behaviour at all times

3. Pastoral Support

- To be a Learning Link form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year, Year 7 and 10 only
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.
- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, MA and disadvantaged/vulnerable students.
- To encourage students’ involvement in extracurricular activities and support House activities as appropriate

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School’s Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

6. Deputy SENCO

1. To work with HOY's in assessing and diagnosing individual pupil needs and develop support strategy.
2. To work with Heads of Year to set targets for KS3 and GCSE curriculum support students as anticipated from CATS's and FFTD results.
3. To be responsible for all the administration attached to the SEN Code of Practice:
    - Organisation and interviews
    - Liaison with external agencies
    - Co-ordinating reviews of EHCP pupils
    - Supporting with organising and supervising a team of Learning Support Assistant
    - Adjusting curriculum for any pupil with special educational needs with help from external agencies
    - Attend exceptional panel meetings
4. To work with Heads of Year and Student Support in identifying and supporting vulnerable students.
5. To monitor the attainment and achievement of SEND students in a year group and to report to line manager half termly on progress and interventions.
6. To coordinate and deliver CPD to LSAs and teaching staff to improve understanding and skills in teaching students with SEN.
7. To work with the SENCo to ensure that KS4 and KS3 students on the SEN register who cannot access the full curriculum are engaging in a suitable alternative curriculum which is rigorous so that students are making progress.
8. To develop the skills of LSSs/LSAs to plan and work in the classroom with teachers as well as with small groups of students.
9. To carry out observations of LSSs/LSAs to ensure provision of high quality and consistent adult support in classrooms.
10. To contribute to decisions made on allocating the pupil premium funding and catch up funding in school and to monitor the impact of the actions taken.
11. To support the SENCo in contributing to early intervention of core subjects across the school through the implementation and monitoring of intensive intervention programmes.
12. To measure the reading ages and spelling ages of SEN students at regular intervals.
13. To coordinate the NRGT tests for year 7-11 and lucid from year 9 and to disseminate the data with guidance on how to use it to staff.
14. To lead on EAL
    - Work closely with allocated department and provide support with differentiating resources.
    - Work with the SENCO to coordinate, oversee and deliver 1:1 and small group EAL tuition
    - Attend departmental training and relevant whole school meetings
    - Regularly report back to the teacher on pupil's progress and areas of concern
    - Identify, provide support and monitor progress of EAL students.
    - Provide feedback to teachers and other professionals on pupil's progress in the evaluation of the support programme and noting pupils' achievements or problems. To provide a link under the direction of the SENCo between parents and school
    - As required monitor, record and analyse pupil data.
    - To work with the SEN co-ordinator and help deliver educational programmes, assist with the development of reading, writing, spelling and listening skills
    - To classify students on their language proficiency and grade as A-E.
    - To provide CPD and attend CPD training

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: ……..…… *Date:* ……..
Post Holder

Signed: ……..… *Date:* ……
Co-Headteacher