



JOB DESCRIPTION – SENCo

Purpose of the job:

- To provide all administrative and organisational support in relation to SEN and Welfare issues.

Key duties and responsibilities

- Provide administrative and organisational support including preparing documentation, drafting correspondence, record keeping, coordinating and servicing meetings.
- To maintain and update pupil records relating to medical, welfare and SEN needs; sharing information with colleagues as appropriate.
- Maintain and update medical care plans / Pupil Progress records / personalise other intervention plans.
- Maintain and update Individual risk and evaluation assessments.
- Collate and prepare information relating to assessments, statements and referrals to other agencies.i.e. LIFT, EHCP, Paediatrician, Speech & Language referrals.
- Undertake routine liaison with external agencies and parents / carers.
- Arrange in-school appointments with visiting medical / therapeutic practitioners – e.g., speech and language, play therapist
- Ensure records for drugs / medication for pupils are kept in accordance with School policy.
- To collate SEN, welfare and medical data producing routine reports and preparing statistical returns as requested.
- Comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assessing the current needs of children who attend the school and arranging whole school or individual training when required.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job.