



SENCo

1. Purpose of Job

To act as the lead member of staff on all matters concerning additional educational needs (AEN) and to manage the provision of teaching and learning resources for those children with AEN within the school, including human resources that have been allocated to support those children.

Main purpose

The AENCO, under the direction of the headteacher, will:

- Determine the strategic development of special educational needs (AEN) policy and provision in the school
- Be responsible for day-to-day operation of the AEN policy and co-ordination of specific provision to support individual pupils with AEN or a disability
- Provide professional guidance to colleagues, working closely with staff and parents
- To liaise with outside agencies and to organise and coordinate input where and when a child is assessed as needing input from such providers.
- The SENCO is expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Be responsible for the provision for children with medical conditions.

Duties and responsibilities

Strategic development of AEN policy and provision

- Have a strategic overview of provision for pupils with AEN or a disability across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with AEN or a disability
- Ensure the AEND policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Be aware of the provision in the local offer and ensure timely applications are made for all children who can qualify for HNF
- Monitor and evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
- Be aware of current guidance in relation to medical conditions relevant to children in the school, ensuring they receive the necessary provision.



Operation of the AEN policy and co-ordination of provision

- Maintain an accurate AEND register and provision map
- Provide guidance to colleagues on teaching pupils with AEN or a disability, and advise on the graduated approach to AEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with AEN or a disability
- Implement and lead intervention groups for pupils with AEN, and evaluate their effectiveness.

Support for pupils with AEN or a disability

- To work alongside colleagues to identify children who may have AEN, and then identify the specific barriers to learning that these children may have and the support they need to overcome such barriers
- To ensure that the school's provision meets the needs of pupils with AEN and that pupils with AEN maintain rates of progress commensurate with their abilities.
- To manage the provision of both human resources and physical resources for children with AEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- To ensure that accurate and clear records are kept detailing progress and attainment of children identified with AEN. Records should be up to date and easily interpreted by others.
- Review the education, health and care plan with parents or carers and the pupil
- To ensure that good lines of communication are maintained between the school and parents with AEN so that parents are aware of children's needs and abilities and the provision that the school is putting in place to meet those needs.
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Ensure relevant staff are informed of and trained to deal with medical conditions in their class.
- Update and display Medical Conditions posters as a minimum before the start of each school year.



- To act as Looked After Children coordinator for the school.

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the school is required to publish
- Prepare reports and updates for governors so they are fully aware of the school's AEN provision and priorities.
- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and ensure those needs are met
- Lead relevant INSET for staff
- Share procedural information, such as the school's AEN policy
- Promote an ethos and culture that supports the school's AEN policy and promotes good outcomes for pupils with AEN or a disability
- Lead and manage teaching assistants working with pupils with AEN or a disability
- Review staff performance on an ongoing basis

Agreed

Signed