

## **Job Description: Special Educational Needs Coordinator**

**Job Title: Special Educational Needs Coordinator (SENCO)**

**Salary: Main scale plus TLR2 (£2873)**

### **Job Purpose:**

- The Special Educational Needs Coordinator (SENCO) will be responsible for SEN policy and its implementation.

### **Duties:**

The SENCO will:

- assist teachers with the writing of Individual Education Plans (IEPs);
  - ensure that the IEPs are prepared for all pupils at the School support stage and above on the SEN register;
  - monitor short-term planning to ensure that individual needs are being met, through the use of IEPs;
  - liaise with support services, as necessary;
  - arrange and attend annual review meetings;
  - raise awareness of parents whose children on the SEN register, and liaise with these parents on progress;
  - advise teaching and non-teaching staff on how to effectively support all SEN pupils
  - lead INSET;
  - liaise frequently with Teaching Assistants;
  - attend courses relating to SEN;
  - assess individual needs;
  - teach individuals and small groups where non-contact time allows;
  - keep the Headteacher informed on the progress of individuals and groups;
  - write a School Improvement Plan for SEN;
  - advise the Headteacher of progress on the School Improvement Plan for SEN;
  - liaise with the SEN governor at least once every half term for monitoring; purposes;
- identify and provide for the training needs of all staff working with SEND children in school: