

The Role of the SENCO (Special needs co-ordinator)

In early years settings the SENCO should have responsibility for:

- ensuring liaison with parents and other professionals in respect of children with special educational needs;
- advising and supporting other practitioners in the setting;
- ensuring that individual development plans are in place;
- ensuring that relevant background information about individual children with special educational needs is collected, recorded and updated.

In mainstream schools the key responsibilities of the SENCO may include:

- overseeing the day to day operation of the school's SEN Policy;
- co-ordinating provision for children with SEN;
- liaising with and advising fellow teachers;
- managing learning support assistants;
- overseeing the records of all children with SEN;
- liaising with parents of children with SEN;
- contributing to the in-service training of staff;
- liaising with external agencies including the LEA's support and educational psychology services, health, social services and voluntary organisations.

The SENCO:

- should be part of the senior management team when possible;
- should be seen as a manager.

If you need further information, please contact

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