



The Role of the Special Educational Needs Co-ordinator

Job Description:

- To Ensure Abbotsham and Alwington Pre-school has regard to the Code of Practice.
- To ensure the day to day operation of the SEN Policy is met.

Inclusion Policy

Be responsible for ensuring:

- An inclusion policy is in place
- The policy is put into practice
- The policy is reviewed annually.

Observation, Recording, Assessment and Planning.

- Take the lead in assessments of children with SEN including their strengths and weaknesses.
- Plan with colleagues in line with the Early Years Foundation Stage (EYFS) to develop the child's skills.
- Keep appropriate records, which are regularly monitored and reviewed.
- Ensure appropriate DAFs/IEPs are in place and regularly reviewed and monitored
- Ensure background information is collected from parents/carers and other professionals, for example Health and social services.

Professional development

- Identify support and professional development required during annual appraisal.
- Attend SEN training courses and disseminate back to colleagues.
- Attend new initiatives as they become available.
- Advise and support colleagues
- Contribute to the continuing professional development of the other staff members.

Liaison

- Liaise with colleagues and managers (committee) as appropriate.
- Ensure there is dialogue with parents/carers (consultation and information)
- Liaise as appropriate with other professionals, Health Visitors, Early Years Consultant, Speech and Language Therapists, Educational Psychologists etc..

Named SENCO: Janine Shambrook appointed October 2001