

# SEND 0-25 Responsibilities:

## SENCOs



### As a SENCO, you should make sure you:

- Either have already been the SENCO at a school for at least twelve months or have achieved/are working towards a National Award in Special Educational Needs Co-ordination within three years
- Are able to support and advise the Headteacher and governing body in determining the strategic development of SEND policy/provision in the school – this is achieved most effectively by being a member of the SLT
- Have day-to-day responsibility for the operation of SEND policy and specific support to pupils with SEND, including those with an EHCP
- Provide professional guidance to your colleagues
- Are aware of the Local Offer provision (available on Somerset Choices [www.somersetchoices.org.uk](http://www.somersetchoices.org.uk)) and provide support to families to ensure pupils with SEND receive appropriate support and high quality teaching
- Liaise with parents of children with SEND and professionals from other bodies e.g. Early Years, health professionals and other external agencies
- Ensure your school keeps its record of children with SEND up to date
- Compile an annual report for school governors about the provision for, and progress of, pupils with SEND
- Have knowledge of the SEND budget and how it is used

### DID YOU KNOW?

Don't feel that you need to know everything or that you are alone. Network with other SENCOs; all SENCOs are in the same position and will be happy to help. Ask for advice from support services e.g. Learning Support Service, Educational Psychology Service. Don't be afraid to contact them with a question.