



## **THE RICHARD PATE SCHOOL**

### **Job Description : Special Education Needs Co-ordinator**

Job Purpose:

The SENCO will:

- implement the policies for Special Needs within the school as well as the Code of Practice
- develop Individual Educational Programmes for children identified
- liaise with teachers responsible for Special Needs in Nursery and Prep. Department as well as member of staff in Junior Department charged with withdrawal support
- establish positive working relationship with parents and communicate progress of children on IEPs
- co-ordinate assessment for Special Needs
- work alongside classroom teachers to ensure SEN children's needs are met within the classroom

Duties:

The SENCO will:

- work closely with HM and other members of the SEN team to implement agreed SEN policies and Code of Practice
- develop IEPs to support individual needs
- support SEN children both in withdrawal support and within their mainstream classrooms

- work alongside Educational Psychologists when necessary
- meet with parents to discuss children's specific needs
- co-ordinate relevant inset for staff
- liaise with external agencies; i.e., local authority, occupational therapists, speech therapists, other NHS professionals

In addition the successful applicant will be responsible for the day to day running of the school library.