West Park School
Special Education Needs Co-Ordinator (SENCO):
2027 Role Description

A Special Education Needs Co-ordinator (SENCO) is an integral part of West Park Schools special needs system. The role of the SENCO is to oversee and account for resources, personnel, programmes and equipment provided to students with special education needs.

The effective SENCo will ensure:

- Funding is made available where possible for students with Special Needs by documenting IEP's/IBP's and relevant supporting information and applications being submitted for students identified with special needs within the appropriate time frame.
- Teacher Aides are clear about their roles and expectations.

Schoolwide Responsibilities

- Overall responsibility for co-ordinating all programmes of a special needs nature. The SENCo is accountable to the principal for the successful administration and oversight of the programme.
- Work with the LSC to prioritise Special Needs candidates and to develop a timetable for Special Needs students each term [Partially Covered by LSC]
- Liaise with Principal re budget planning.
- Co-ordinate support for ORS funded children at West Park School and develop programmes for them in consultation with the class teacher and/or the ORS funded teacher.
- Apply for dual funding/enrolment, when necessary, from the Correspondence School.
- Acquire new resources within school.
- Keep Office and Admin Staff notified of any visitors and sensitive information regarding students' welfare.
- Ensure the school has a way of recording relevant health information on students and all teachers have access.

- Put in place procedure to ensure that safety for our at risk special needs students is paramount e.g. shutting gates for potential runners.
- Run Termly teacher aide forums.
- Liaise with Health Camp when we have students attending.
- Ensure there is a place for visiting support teachers to work.
- Liaise with the classroom teacher and/or Senior Teacher prior to any pupil being placed on a special programme.
- Inform all staff of the nature of any special withdrawal type programmes. These programmes will be co-ordinated and timetabled by the SENCO.
- Receive appropriate Professional Development as identified by need.
- Facilitate progress reports for students receiving RTLB learning support with the RTLB.
- Assist with referrals for RTLB – these need to be signed by Principal, SENCO, Parents and teacher/s before sending.
- Apply for Learning Support Funds with the support of the RTLB.
- Apply for Ministry of Education learning support (Formerly MoE Special Needs) support when appropriate
- Coordinate buddy support programmes.
- Oversee Teacher Aide support in the classroom.
- Oversee Teacher aide leadership including appraisals.