



## **Liverpool & Knowsley Special Educational Needs and Disability Information Advice and Support Service**

### **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
- 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.

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