



## **JOB DESCRIPTION**

**Job Title:** Special Educational Needs Coordinator (SENCO) - Key Stage 1

**Job Overview:**

Identify, monitor and assist pupils with special educational needs.

**Job Summary:**

The SENCO will play a crucial role in ensuring that all students, particularly those with special educational needs, receive the support and accommodations necessary to achieve their full potential.

**Reports to:** Vice-Principal

**Key Accountabilities:**

- Assist the Vice-Principal in identifying pupils special educational needs.
- Demonstrate and monitor effective differentiation in the classroom.
- Identify and assess pupils deemed to have special educational needs (to include gifted pupils).
- Draw up, monitor and implement Individual Education Plans (IEP) for targeted children.
- Coordinate regular IEP review meetings.
- Identify and access outside agencies where applicable.
- Manage resources related to special educational needs.
- Initiate and/or take part in staff training and special needs awareness programs.

**Key Responsibilities:**

**1. Identification and Assessment:**

- Collaborate with teachers and other professionals to identify students with special educational needs (SEN) in Key Stage 1.
- Conduct thorough assessments to understand the specific needs and challenges of individual students.

**2. Individual Education Plans (IEPs):**

- Develop and implement Individual Education Plans for students with SEN, outlining specific goals, strategies, and accommodations.

- Regularly review and update IEPs in consultation with teachers, parents, and external support services.
- 3. **Teacher Support and Training:**
  - Provide guidance and support to Key Stage 1 teachers in implementing effective strategies for inclusive teaching and adapting the curriculum to meet the diverse needs of students.
- 4. **Monitoring and Evaluation:**
  - Regularly monitor the progress of students with SEN, adjusting support strategies as needed.
  - Collect and analyze data related to the effectiveness of SEN interventions and programs.
- 5. **Professional Development:**
  - Stay informed about current trends and best practices in special education.
  - Provide training and professional development opportunities for staff to enhance their understanding of SEN and inclusive teaching practices.
- 6. **Parental Engagement:**
  - Maintain open and effective communication with parents/guardians, keeping them informed about their child's progress and involving them in the decision-making process.

**Qualifications:**

- First Degree with a Qualified Teacher Status (QTS) or equivalent.
- Additional qualification in Special Educational Needs Coordination.
- Proven experience in a SENCO role, preferably in Key Stage 1.
- Strong understanding of SEN best practices.
- Excellent communication, interpersonal, and organizational skills.