

Family SENDCo Role

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • To be the point of contact for the Local Authority in the dissemination of information across the Family of Schools. • Contribute to district moderation events. • Coordinate Family of Schools moderation to enable the allocation of AFN funds. • Ensure that there is moderation of requests made to the HLN panel, as well as of any emergency HLN requests, and check the list sent from HLN panel prior to each HLN panel meeting. • Ensure that the Local Authority is provided with FAM data. • Liaise with their District SENCo, in a supporting role, in carrying out an annual SEF for the use of <i>High Needs Block</i> monies. • Ensure that termly Family SENCo meetings take place. • Attend termly District SENCo Network events. • Ensure that the schools within their Family are aware that they must update and publish a SEND policy and an annual SEN information report in accordance with SEND reforms. • Represent the views of the SENCOs and Headteachers in their Family of Schools at district events. • Attend the termly primary and secondary springboard meetings for their Family of Schools. • Provide information to enable the District SENCo to track the features of <i>High Needs</i> funding in their Family of Schools. 	<ul style="list-style-type: none"> • Contribute to SEN network events. • Coordinate the identification of Family SEND training needs. • Coordinate the delivery of Family SEND training. • Mentor and support the induction of new SENCOs into the Family of Schools. • Collate monitoring data on SEND within the Family of Schools and use this to inform decision-making regarding funding. • Represent Family SEND issues at the Family of School's head teacher meetings, including reporting on decisions and monitoring, and raising the profile of SEND issue. • Visit schools to monitor the use of AFN resources, and to provide support to SENCOs. • Be proactive in informing the Local Authority of local SEND issues, e.g. advising on how Local Authority support services might develop to better meet the needs of schools in the Family. • Coordinate the updating of the Family SEND policy. • Provide support to SENCOs in particularly complex casework. • Visit the schools in their Family to promote and share best practice for the use of SEN resources. • Contribute to the design and development of county SEND events by presenting, helping with logistics and recommending topics. • Form sub groups to lead on the development of local policy. • Support the schools within their Family to publish an SEN Information Report in accordance with the requirements of the Special Educational Needs and Disability Regulations 2014.