



Family SENCo Role

This document is intended to be used by Families of Head Teachers when employing a new Family SENCo or developing the role of an existing Family SENCo.

The essential tasks are the core functions of the role and **must** remain in place. The desirable tasks are based upon information gathered about what some Family SENCos are already doing in addition to their core duties

Many Family SENCo's hold a SENCo post in one of the schools in their Family of Schools. As such they should be covered by the employing school's insurance as a member of staff who may be offering advice to other settings. The funding for the essential elements of the role should be taken from the FNF part of the AFN devolved budget. The funding for the desirable tasks may be charged at a hourly rate or via a top up agreement whereby the Family SENCo may be paid on a supply basis.

There are some Family SENCo's who have their own consultancy. These Family SENCo's must have their own professional indemnity insurance. They set their own rates of pay and must ensure that their practices comply with the General Data Protection Regulations (GDPR) enacted in May 2018. Private consultants working in Nottinghamshire must sign the local authority's 3rd Party Processing Questionnaire.

Many Family SENCo's hold the post for more than one Family.

The role of Nottinghamshire's Family SENCo and the Family of Schools structure is recognised as good practice by the DfE. It was recognised through the 2018 SEND Review that this provides a strong structure for supporting the development of good SEND Practice. The local authority is actively supporting the development of this role by:

- Sharing current and relevant information via email and through the East Midlands Education Support Service website
- Devolving part of the *High Needs Block* funding directly to Families of Schools
- Providing a means of collating data
- Providing benchmark data for use as comparison between Families of Schools
- Representing SENCos views in National forums
- Coordinating termly Family SENCo Network meetings

A proportion of the devolved AFN funding is expected to pay for the role of the Family SENCo. The time allocated to undertake the essential tasks element of the role is calculated as 23 days per year. The average time spent in the role, in a typically sized Family, is 1 day per week per Family.

Essential tasks required of Family SENCOs by the Local Authority. The size of the Family of Schools is a factor in the calculation of the AFN formula. It reflects the tacit agreement that the Local Authority provides remuneration in the form of AFN funding for these essential tasks to be completed:

- 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 *High Needs Block* 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 *High Needs* funding in their Family of Schools.

Desirable tasks which Family SENCOs may carry out in agreement with others within their Family of Schools:

- 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.