

## Senco Role Responsibilities 2019

Name:	
Units:	
Tenure:	
Responsible to:	Principal through Deputy Principal
Release:	Full release

### The function of SENCO -

- To oversee and create the conditions to provide a safe and engaging environment for learners who require additional support to experience educational success - working directly with parents, agencies, teachers.
- Lead, develop and support learning assistants to work with students to maximise their chances of educational success.
- Oversee, monitor and report on the impact of educational programs designed for learners who require additional support to experience educational success.
- Liaise with booster group teachers, Being My Best Teacher, Specialist Teacher Outreach Service Teacher, Reading Recovery Teacher.

### Impact

- Learners who require additional support to experience educational success are supported in all areas of their schooling experience.
- Parents, agencies, teachers, learning assistants are supported in their role to maximise benefits for learners.
- Paperwork required to support learners who require additional support is in place.
- Confidence about decision making regarding the impact of learning programs designed to support learners who require additional support.
- Professional discussions/coaching of booster group teachers, Being My Best Teacher, Specialist Teacher Outreach Service Teacher, Reading Recovery Teacher.

Responsibilities	Noticables
<p>To oversee and create the conditions to provide a safe and engaging environment for learners who require additional support to experience educational success - working directly with parents, agencies, teachers.</p>	<ul style="list-style-type: none"> <li>● Work with pupils at risk and their families to enhance learning programmes</li> <li>● Organize and facilitate IEP/BEP meetings with families, teachers, Specialist Teachers</li> <li>● Liaise with RTLB and PHN</li> <li>● Attend Pupils at Risk Meetings</li> <li>● Work collaboratively with the classroom teacher and RTLB/MOESE to meet the individual needs (physical, medical, social and academic) of special needs and special ability students, ORRS and ACC students as identified</li> <li>● Liaise with parents/caregivers and outside agencies involved with the child</li> <li>● To establish good systems of communication between all persons involved in the care of special needs and special abilities students</li> </ul>
<p>Lead, develop and support learning assistants to work with students to maximise their chances of educational success.</p>	<ul style="list-style-type: none"> <li>● Integrate Learning Assistant placement balancing learning needs with financial limitations</li> <li>● Maximize Learning Assistant support but stay within budgets.</li> <li>● Responsible for Learning Assistant employment, appraisals, timetables and professional development</li> </ul>
<p>Oversee, monitor and report on the impact of educational programs designed for learners who require additional support to experience educational success.</p>	<ul style="list-style-type: none"> <li>● Processes in place for identifying students with special needs and special abilities</li> <li>● Maintaining the special needs and abilities register</li> <li>● Assist in school-wide data collection and review as required</li> <li>● Consider and recommend ways to meet the needs of Māori, Pasifika and other ethnic groups</li> </ul>

	<ul style="list-style-type: none"><li>• Inform decision making at all levels about the impact of interventions to support learners - Reading Recovery, Booster Groups etc.</li></ul>
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Signed	
Signed – Principal	Mike Malcolm