

Roles and Responsibilities for special educational needs at Long Itchington CofE Academy

Support staff (teaching assistants, KICK mentor, inclusion mentor, midday supervisors).

Support staff are responsible for:

- Supporting pupils with SEND as directed by the class teacher.
- Contribute to the evaluation of provision for pupils through communication with the class teacher.
- Ensure they follow this SEND policy.
- On the door communication with parents.

Class Teachers

Every teacher is a teacher of every child including those with SEND.

Each class teacher is responsible for:

- The progress and development of every pupil in their class. They achieve this by using quality first teaching and learning strategies; adapting teaching approaches in the classroom; modifying classroom organisation and teaching materials.
- Holding individual education plan meetings with parents once a term with SENDCo guidance.
- Delivery of the agreed individual education plans (IEPS) in liaison with the teaching assistant, including writing and sharing them with parents.
- Planning for the teaching assistant.
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.
- Working with the SENDCo to review each pupil's progress and development and decide on any changes to provision.
- Day to day contact for parents – 1st point of contact.
- Ensuring they follow the SEND policy.

Special Needs Coordinator

The SENDCo for Long Itchington Academy is Beth Doberska.

Mrs. Doberska works in school on Mondays, Tuesdays and Wednesday mornings.

The SENDCo will:

- Maintain oversight and management of the school special educational needs register.
- Work with the headteacher and Lead Academy Governance Committee (AGC) member for SEND (Emilia Stephens) to determine the strategic development of the SEND policy and provision in the academy.
- Have day-to-day responsibility for the operation of the SEND policy and the co-ordination of specific provision made to support the individual pupils with SEND, including those who have Educational Health Care Plans (EHCP).
- Provide guidance to teachers and parents for individual education plans (IEPS).
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching.
- Monitor the SEND provision throughout the school and give feedback and advice to teachers and teaching assistants.
- Liaise with external agencies who work with children on the special needs register at school, for example, Educational Psychology, SEND supported, Occupational Therapy, COMPASS, specialist teachers and the school nurse.
- Make referrals where needed to relevant specialists and services.

- Make applications for Education Healthcare Plans (EHCPs) where special educational needs are complex.
- Maintain oversight of all of the paperwork for children on the special educational needs register and ensure that the records of all pupils with SEND are up to date.
- Liaise with potential next providers of education to ensure that the academy meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.
- Signpost parents to support through weekly whole school class dojo messages.
- Attend individual education plan (IEP) meetings where needed. This will not necessarily be for all pupils and will be made clear to families on the individual education plan invitation letter.

The Headteacher

The Headteacher is Rebecca Richards.

The Headteacher will:

- Work with the SENDCo and Lead AGC member for SEND to oversee the strategic development of the SEN policy and provision within the academy.
- Have overall responsibility for the provision and progress of learners with SEND within the academy.

The Lead Academy Governance Committee (AGC) Member for SEND

The AGC member for SEND is Emilia Stephens.

They will:

- Help to raise awareness of SEND issues at AGC meetings.
- Monitor the quality and effectiveness of SEND and disability provision within the academy and update the AGC on this.
- Work with the Headteacher and SENDCo to support the strategic development of the SEND policy and provision in the academy.

Who should I contact?

These are a few examples of scenarios and what to do. This is not an exhaustive list.

	<u>Who to contact</u>	<u>When?</u>
My child is upset about something that has happened in class.	Discuss with the class teacher. The class teacher will share with the SENDCo if needed.	
My child is very worried coming into school.	Discuss with the class teacher.	
I am worried about the provision in class for my child.	1). Discuss with the class teacher. 2). Attend the next SEND clinic if your child is on the SEND register.	
I am concerned about my child and would like to speak about my concerns they may have a special educational need.	1). Contact the class teacher to arrange a meeting and complete an initial concern form together which will be sent to the SENDCo. 2). SENDCo will monitor and arrange a meeting to discuss.	
I did not receive my child's IEP letter.	1). Contact the class teacher. 2). If there is still no response contact the SENDCo.	IEP letters should be sent home at the beginning of the second half term each term.
I have not received this term's individual education plan (IEP).	1). Speak to the teacher. 2). If it has still not come home, contact the SENDCo on class dojo or through email.	IEPs should be sent home by the start of the next term.
I have a report from a privately funded external agency that I would like to share with school.	Send to the SENDCo through email and make an appointment to discuss with the SENDCo.	
I would like a meeting to discuss a report from an external agency.	Reports from external agencies should arrive with a letter that has an offer of a meeting with the SENDCo. Contact SENDCo to arrange the meeting.	
I am still concerned about my child and the provision after meetings with the class teacher and SENDCo.	Contact the headteacher by emailing/phoning the school.	