

# The National Award for Special Educational Needs (SEN) Coordination

## Guidance for Schools

The National Award for Special Educational Needs (SEN) Coordination is a National College training programme designed to support the professional development of SENCOs.

Our programme is personalised to help SENCOs fulfil the responsibilities set out in the SEN Code of Practice.

### School Support

Our programme is work-based, with activities and assignments that are strongly rooted in effective practice, thus giving the participant an opportunity to make a real impact on practice in their schools for pupils with SEN and/or disabilities. Participants will need the support of a mentor during the programme and we will require a member of the senior leadership team or a senior SENCO to undertake this role.

We do not envisage this role being onerous, but one of providing support and appropriate opportunities for the participant to work strategically with senior colleagues and governors, as well as opportunities to provide professional direction to the work of others and the leadership and development of staff. The role of mentor is particularly important if the SENCO does not usually have involvement in strategic development within the school.

Both mentors and the SMT will be supported by the participant's tutor if necessary.

### Eligibility

The programme is open to all practising SENCOs who have QTS (including completion of the NQT year). SENCOs that don't have QTS are still able to join the programme and will study the same syllabus, and on successful completion a Postgraduate Certificate in SEN and Inclusion will be received. The SENCO Award, can be awarded retrospectively, if QTS is gained later.

It is essential that participants have current enhanced DBS disclosure checks, as they will be required to visit a partner school as part of the programme.

### Participant Absence from School

Participants of the programme will need to be absent from school for a maximum of 5 days during the programme to undertake partner school observations. They will also be required to attend **two WebEx sessions** (each lasting approximately 1 hour).

We ask that you also consider the possibility of providing the participant with study time in addition to the above required absences, in order for them to complete assignments.

### Evaluations

We will evaluate the impact of the programme as well as the programme content, facilitation and delivery on a regular basis. **We will require the school to complete an evaluation proforma once the participant has completed the programme.** If you are willing to be involved in further evaluation, you will be given the opportunity to do so at this time.