

The National Award for Special Educational Needs (SEN) Coordination

Application Guidance for the National Award for Special Educational Needs (SEN) Coordination

This guide is designed to help you complete the application form.

Pre-application

Please discuss the programme with your headteacher before completing the application form

Your headteacher **must** support your application and is required to countersign your application to confirm support for your training and your absence from school to participate in programme activities. Your school will be expected to provide you with a mentor to support you during the programme, this could be an experienced SENCO or a member of the Senior Leadership Team.

Your headteacher will be required to support your application and agree to the following statement:

I confirm that as X's Headteacher, I support his / her application to become a participant on the National Award for Special Educational Needs Coordination programme.

In agreeing to provide this support, I agree to:

- *Contribute to the applicant's initial self-assessment (or identify an experienced member of staff within the school to provide this support);*
- *Provide mentoring support to the applicant (or identify an experienced member of staff within the school to provide this support);*
- *Ensure the applicant is fully released to attend the programme in its entirety. The award of the qualification is based on a 100% attendance requirement at three WebEx sessions and five observation sessions;*
- *Consider the possibility of providing X with study time in addition to the WebEx sessions to complete written assignments.*

I confirm that X has Qualified Teacher Status and that the appropriate background checks have been undertaken with regards to the applicant to allow them to work with children and young people. I have read the "Programme Guidance for Schools" and agree to the "Terms and Conditions". X was appointed as a SENCO on the [date]

The application form

Step 1 - Programme Start Date

Please identify when you would prefer to join the National Award for SEN Coordination by ticking the appropriate box (where relevant).

Step 2 - About you – your personal details

All applicants must complete their personal details. Please pay particular attention when inputting your email address, as this will be used for the vast majority of communications. Please provide an email address or phone number which we can contact you on during school holidays.

Step 3 – Your qualified teacher status (QTS)

Please provide your teacher's reference number. This can be obtained from Teachers Pensions on 08456 066166. For QTS numbers, please speak to your payroll department. If you do not have QTS, please enter N/A.

Step 4 - Your role – Date of first appointment as a SENCO

All applicants must provide details of the date that they were first appointed to a SENCO role (if you were appointed as a SENCO in a different school prior to your current appointment please provide this earlier date also). If you are an aspiring SENCO, please enter the programme start date.

Step 5 - Your role – your school address

All applicants must provide a full school postal address, telephone number, school email address and URN

Step 6 - Your contact details – your preferred contact details

Please ensure that we have your preferred contact details.

Step 7 - Please provide the name of your mentor. This is usually your headteacher, a senior SENCO or member of the SMT. There is more information about the role of the mentor in the Guidance for Schools.

Step 8 - Accept the programme Terms & Conditions

All applicants must read and agree to the terms and conditions which include details of how we will use the information you provide.

Step 9 - Headteacher supporting reference

Your headteacher is required to complete this section to confirm that the school supports your application onto the programme.

Step 10 - Payment arrangements

Please confirm the invoice contact name and address and tick which payment option is preferred.

Step 11 - Equal Opportunities and Marketing

These sections are optional, however, by completing it, you will help us measure the programme's effectiveness in increasing diversity across the workforce.

Confirmation

At this stage, the core registration is complete. We will contact you within five working days of receiving your application to confirm receipt.

Please note that once accepted onto the programme you will be required to complete an **additional application for the University of Hertfordshire**. This will give you access to the university's online community and enroll you for the Postgraduate Certificate.