



- Being a key point of contact with external agencies.
- Liaising with the potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Working with the Principal (head teacher) to ensure the school meets its responsibilities within the law of disability with regards to accommodations and access arrangements.
- Ensuring the school keeps records of all pupils with SEN up-to-date.

Leadership	Management	Coordination

Note: The school should ensure that the SENCO has sufficient time and resources to carry out these functions. This should include providing the SENCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities in a similar way to other important strategic roles within the school.