

## SEND Roles and Responsibilities at Middle Park Primary School

### Governors – SEND Governor – Juliet Bourne

- Monitor the provision for SEND children in school and ensure all children's needs are being met – Termly meetings / learning walks with SENCo
- Support the SENCo to publish an SEN information Report on the school website – reviewed and updated annually
- Maintain and update an Accessibility Plan – every 3 years

### Headteacher – Donna Adkinson

- Responsible for the day to day management of all aspects of the school's work, including provision for children with SEND and their progress
- Keeps the Governing Body fully informed about SEND provision
- Works closely with the school's SENCo, Governors and SLT to determine the strategic development of SEND Policy and provision.

### SENCo – Claire Evans

- Oversees the day-to-day operation of the SEND policy and co-ordinates provision for children with SEND.
- Advises on the graduated approach to providing SEN support
- Liaises with parents/carers of children with SEND
- Provides key point of contact with external agencies
- Liaises with secondary schools to ensure a smooth transition is planned for children with SEND
- Works with the Headteacher and Governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments, access arrangements and in determining the strategic development of the SEND policy and provision
- Monitors the progress of SEND children, plans suitable intervention and support

### Class Teachers

- Responsible for the progress of all children, including those who have SEND and/or 1:1 support.
- Writes SEND plans and supports children to achieve targets
- Works with other adults such as EP, SALT to implement strategies
- Assesses impact of strategies used
- Liaises with parents/carers.
- Feeds back to SENCo

### Support Staff

- Works closely with Class Teacher to implement strategies
- Delivers intervention groups
- Observes children, records progress and feeds back to parents
- Feeds back to SENCo.