

The National Award for Special Educational Needs (SEN) Coordination

Guidance for Schools

The National Award for Special Educational Needs (SEN) Coordination is a TDA 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 participants tutor if necessary.

Eligibility

The programme is open to all practising SENCOs. It is essential that participants have current enhanced CRB disclosure checks, as they will be required to visit a partner school as part of the programme.

Funding

The TDA will pay the programme costs for those participants who meet the following criteria:

- (a) Have obtained Qualified Teacher Status (QTS)
- (b) Work in an eligible mainstream school – i.e. a community, foundation or voluntary school, academy or a maintained nursery school.
- (c) Be new to the role of SENCO (i.e. appointed to the role no earlier than September 2008)
- (d) Be employed in the role of SENCO under a permanent contract or else a fixed term contract of not less than one year in length at the time of their application for the training. The contract should not expire before the end of the course.
- (e) Not have previously enrolled on and completed nationally approved SENCO training.

Funding to complete the programme will be available for up to 3 years after a new SENCOs first appointment. In addition, the TDA will make up to £1,500 available to the school to cover supply costs during the programme.

The cost of tuition and assessment for experienced SENCOs who were appointed prior to September 2008, or from the independent and private education sector is £1,500 VAT exclusive.

The cost of accredited prior learning (APL) for one module, plus full participation in the remaining two modules is £1,100 VAT exclusive.

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 three face-to-face events (each lasting approximately 3 hours).

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.

The TDA will fund the school up to £1,500 for supply cover (£500 per module). The TDA may audit the use of these funds at any time.

Local Approach

To ensure that the local context is understood and reflected in the delivery of the programme, where possible, we will use local facilitators to maximise the impact of the programme.

Participants will also be required to relate each module's content to their school or the local context as part of each assignment.

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.