

# One minute guide

## The role of Nottinghamshire's District Special Educational Needs Co-Ordinators (SENCO)



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Version: 1

### Background and Structure

The seven District SENCO's were appointed following a review of the use of High Needs Funding in Nottinghamshire and public consultation. They are specialist teachers who work within the Special Educational Needs and Disabilities (SEND) Inclusion Service.

They work as part of one of three SEND inclusion Service Teams: Early Years, Cognition and Learning and the Communication and Interaction Team. They are managed by a Senior Practitioner who oversees the balance between all elements of the role. Each Senior Practitioner is also a Locality Lead with the SEND Inclusion Service (SIS) offering oversight of an area of the county (Early Years – Bassetlaw and Newark; Cognition and Learning – Broxtowe, Rushcliffe and Gedling); Communication and Interaction – Mansfield and Ashfield).

Within SIS there is also a Senior Teacher who helps develop and implement strategies, systems and processes to provide support and challenge for Family SENCOs\*. This post is within the Cognition and Learning Team.

*\*For further information about the role of the Family SENCO, please refer to the One- minute guide on Family SENCOs.*

### Purpose of the District SENCO role

- To strengthen the role of Nottinghamshire's Family SENCOs and Family of Schools network.
- To contribute to the shaping of locality-based ways-of-working in Nottinghamshire.

### Key Responsibilities include:

- Supporting Family SENCOs with their use of the Additional Family Need SEND Funding Toolkit and Additional Family Need moderation arrangements, when required.
- Maintaining contact information for the Family SENCOs and SENCOs in their districts
- Providing advice, guidance and support to Family SENCOs on a range of SEND matters.
- Providing context around data pertaining to SEND in their districts and supporting the development of new ways of gathering and collating information pertaining to Additional Family Need allocations.
- Supporting their Locality Lead, to develop and co-ordinate SIS locality meetings.
- Delivering training for SIS colleagues, SENCOs and Family SENCOs.
- Contributing to locality-focused working and discussion groups alongside the Locality Leads on behalf of SIS.

## District SENCOs have developed networks in partnership with Family SENCOs:

- District level Family SENCO groups
- District level Secondary SENCO groups
- New SENCO Induction programme
- Teaching Assistant Network (Ashfield only).

## District SENCOs attend forums to both represent their district and to gather wider views from other SEND partners such as:

- Integrated Care System (ICS) SEND boards
- District Inclusion Forums
- Local Authority SEND Locality meetings
- High Level Need (HLN) Panel
- Behaviour Partnership meetings
- Department for Education (DfE) consultation groups
- A sample of Springboard meetings
- District moderations
- Fair Access Panels.

## District SENCOs work collaborative to create new resources.

Examples include:

- A moderation toolkit
- SEND Support Plans
- SENCO SharePoint site
- Funding and monitoring data form common errors guidance
- Secondary SENCO Top up funding prompts
- Family SENCO Annual Report Template and Family Network Fund (FNF) Tracker.

## Key contacts

Sally Litchfield – Early Years Senior Practitioner/Locality Lead North (Bassetlaw & Newark)

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Cath Page (3 days)/Jeremy Hepburn (2 days) – Senior Practitioner/Locality Lead South (Broxtowe, Gedling & Rushcliffe)

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For more information about services in Nottinghamshire, visit the local offer:  
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