

# SEND Roles and Responsibilities at Montbelle



## Governors – SEND Governor Koyeli Solanki

- Monitor the provision for SEND children in school and ensure all children's needs are being met
- Publish a SEN Information Report on the schools website-updated annually.
- Maintain and update an Accessibility Plan-every 3 years.



## Headteacher – Rachel Waite

- 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 SENDCo, Governors and SLT to determining



## SENDCo – Sarah Stewart

- 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 and plans suitable intervention and support packages to meet their needs.
- Advises and supports children, parents/carers and colleagues regarding all



## 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 Key Person, TA, SALT to implement strategies.
- Assesses impact of strategies used.
- Liaises with parents/ carers.
- Feeds back to SENDCo.



## Key Person/TA

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