

National Award for SENCO (PG Certificate)

Student Name: _____

Dear Head Teacher,

We have received an application to complete the National Award for SENCO programme at Roehampton from the above individual, who is a teacher at your school.

Before confirming the offer of a place, we need to be assured of your full support, given that this course takes place **during the school day over ten taught days** across the year at Roehampton. There is also a requirement for **80% minimum attendance**.

An important aspect of the programme is that the school should be satisfied that the teacher can demonstrate learning from the programme in school.

In order to do this certain key conditions need to be in place:

- a. The school should allocate a school based performance manager for the student. School based performance managers are welcome to attend the programme for up to three days – to join in and participate. You are advised that you must notify me at least 2 days prior by email please – sarah.oflynn@roehampton.ac.uk (H.T. initials) _____
- b. The teacher needs time, during school time, to undertake SENCO tasks. These might include for example pupil observations; meetings with external agencies; writing requests for Statutory Assessments; planning and leading INSET; writing improvement or development plans and undertaking school-based research. Generally, this will be equivalent to the time out of class normally given to a SENCO to perform the role and not less than 1 day out of class per week at the minimum for an aspiring SENCO and 3 days for a SENCO in post. (H.T. initials) _____
- c. The course is intended to develop practice as well as be academic. Teachers on the course need both to pursue their own interests in the field of SEND but also undertake work that is of benefit to the school. In order to do this, it makes sense to be clear with the teacher on the course what the school priorities are for improvement/SEND. This will help when planning work for assignments, which could be linked to improvement plans and when completed, presented to staff, parents and governors to ensure that it is impactful. (H.T. initials) _____

What if things seem to be going wrong?

Sometimes things do go wrong. Our experience is that generally with good communication any issues can be managed. Individual issues such as sickness, or change of role, or difficulty in meeting coursework deadlines can be dealt with through our University systems. Equally, in the event that a student has a complaint the University also has systems to manage this.

However, where there are competency or disciplinary issues involved with the performance of a teacher completing the course, or as soon as you become aware that there is a problem which you feel has an impact on

the member of staff's progress on the Award, please email or telephone me (sarah.oflynn@roehampton.ac.uk). We will need to work with you to decide the best way forward in these instances and you should let us know as soon as possible if this is the case.

If you are a Merton school, in the first instance please contact Tina Harvey (head@perseid.merton.sch.uk) at Perseid School, where the Merton cohort programme is based.

It is not appropriate for a teacher who incurs a disciplinary or criminal conviction resulting in a dismissal from post to continue with the National Award for SENCOs, and we would expect to be alerted if this were to be the case, or the likely outcome of any investigation.

The most important advice is to communicate as soon as there is a problem, so that we can work out the best solution for the student and also ensure that course fees do not become wasted investments.

The course team and I look forward very much to working with you.



Dr Sarah O'Flynn
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To be completed by the Student / Applicant:

- I confirm that I hold Qualified Teacher Status (QTS).
- I am prepared to commit to the course and work in partnership with my school, undertaking work that is impactful and of benefit to us both.

Student Signature: _____ Date: _____

To be completed by the Head Teacher:

- I confirm that I have read this disclosure and fully support the above individual to undertake the course according to the terms described above.
- My school will be paying the course fees for this student. I have provided a Sponsorship Letter to the student in accordance with the finance terms and conditions. (Tick only if applicable)

Head Teacher Name (printed): _____

Head Teacher Signature: _____ Date: _____