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Irish National Teachers' Organisation
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BULLETIN 1

SEND Implementation Guidance for SENCos/Class Teachers/Principals

14 OCTOBER 2022

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| SEND FRAMEWORK | <p>To enable the implementation of the SEND Framework all schools have received a budget to fund implementation.</p> <p>A designated teacher known as the SENCo or Learning Support Coordinator to have the responsibility of coordinating the provision of education for students who have special educational needs.</p> <p>Schools should NOT implement anything they are not funded, resourced, or trained to deliver.</p> |
| TIME | <p>"The Governors will need to ensure the SENCo/Learning Support Coordinator is given enough time off timetable to do their job." EA SEND Implementation Team email May 2022.</p> <p>All teachers must have time specified on their Directed Time Budget* to complete all administrative duties relating to pupils with Special Educational Needs – this is separate from PPA time.</p> |
| PLPs | <p>PLPs are only to be introduced in schools that have completed the phased training delivered by the SEND implementation team.</p> <p>A pupil's PLP should contain only a manageable number of targets devised in conjunction with the class teacher and the SENCo/Learning Support Coordinator.</p> <p><u>Schools who have not completed the phased training should not complete PLPs but continue with custom and practice in their school.</u></p> |

Please contact the INTO if you require further guidance on these issues.

*If you do not have a personalised Directed Time Budget, make an immediate request to your principal, and inform your Northern Committee Rep/CEC Rep.

*If your DTB does not ensure adequate time to complete tasks including those relating to SEN, immediately inform your principal and request a review of your DTB.

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