Professional and Curriculum Development Opportunities

Leicestershire County Council

SCHOOL IMPROVEMENT & PERFORMANCE SERVICE

For: SENCOs in Primary & Secondary Schools

Telephone: *(0116) 305 6383*
Fax*: (0116) 305 6501*

SEN Administrator/ Assistant SENCo support 2 day course

Dates: 20th January 2009 and 10th February 2009
Venue: *Beaumanor Hall*
Time: *9.15 am – 3.30pm*

Presenters: *Helen Newton, Assistant Head – SEN Regional Professional Development Centre, Ashfield School; Julie Thompson - SEN Advisory Teacher, School Improvement Service LCC*

Aims: This course aims to increase the knowledge, skills and understanding of colleagues providing admin support to the SENCo role in school.
The two days will cover a variety of aspects of the SEN admin role including: SEN terminology, categories of need, working with support services e.g. SENA, annual reviews, provision mapping, self review, assessment and analysis of data. The exact programme will be agreed with course participants.

Colleagues wishing to attend should complete and return the attached reply slip to Diane Geeson, Room G30 – School Improvement & Performance Service, Children and Young People's Service, Leicestershire County Council, County Hall, Glenfield, Leicester, LE3 8RF by ***22nd December 2008***

PLEASE NOTE: THIS COURSE IS FREE

REPLY SLIP - *SEN Administrator/ Assistant SENCo support course*
Dates: *20th January 2009, 10th February 2009*
Venue: *Beaumanor Hall*

To be returned to Diane Geeson, Room G30 – School Improvement & Performance Service, Children and Young People's Service, Leicestershire County Council, County Hall, Glenfield, Leicester LE3 8RF by ***22nd December 2008***

The following member(s) of staff wish(es) to attend the above course:

PLEASE PRINT

Title:	Forename:	Surname:

School/College: .....

School DfES Number: | | | | | Telephone number: .....

Signed: .....

Please give details of any additional requirements (e.g. diet, accessibility)