



Dear Head Teacher

A member of your staff member (SENCo or aspiring SENCo) has expressed an interest in studying for the National Award for SEN Co-ordination Post Graduate Certificate at St Mary's University. This qualification is mandatory for all newly appointed SENCo's. Increasingly, to support with capacity and succession planning, school leaders are seeking to send deputy/aspiring SENCos on the programme.

The purpose of this letter is to provide you with an overview of the requirements of the programme and what support the applicant will need in place in school, in order to successfully gain the award. **No application can be approved without the support of the Head Teacher.**

Course content

Module 1: Leading and coordinating provision for students with SEN and/or disabilities (30 credits)

- **Assessment:** 6,000 word written assignment
- **Site:** University based

Module 2: Inclusive Pedagogy: Learning and teaching for all (30 credits)

- **Assessment:** 6,000 word written assignment
- **Site:** University based

Learning Outcomes Log

- **Assessment:** School based portfolio
- **Site:** School based

A senior staff member, in the applicant's school, will need to be identified and will be responsible for mentoring their colleague (applicant) during the programme. The emphasis will be on supporting them to complete the activities required in the Learning Outcomes Log. (Further detail is provided below).

If you have any queries about the programme, please do not hesitate to contact Dr Catherine Carroll, the Programme Director at clare.martin@stmarys.ac.uk

We would be grateful if you would complete [Headteacher Approval Form](#) (stmarys.ac.uk/senco-approval-form) and thank you for supporting your colleague's participation on the programme.

Dr Clare Martin

Programme Director

clare.martin@stmarys.ac.uk