



Planning and Organising the SENCO Year: Time Saving Strategies for Effective Practice (Time-Saving Strategies for Effective Practice)

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This book provides ideas and resources for SENCOs that are intended to help them in the day-to-day organization and provision of special needs. It shows SENCOs how to spread their workload over the year, in an attempt to avoid stressful pressure points. The book contains a unique calendar of the SENCO Year that will be an invaluable tool for helping to develop good, strategic planning. The author has written the book with the roles and responsibilities laid down for SENCOs by the TTA firmly in mind and there is photocopiable material to illustrate the advice given.

Included are sections on how to streamline systems and reduce paperwork (with examples),

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