**Role of ALN coordinator**

All schools have an Additional Learning Needs Coordinator (ALNCo).  The ALNCo is responsible for managing Additional Learning Needs (ALN) within the school.

The ALNCo, with the Headteacher and Governing Body, plays a key role in the development of the ALN policy and provision in the school.

The ALNCo takes day-to-day responsibility for the operation of the ALN policy and co-ordination of the provision made for individual children with ALN, working closely with staff, parents and carers, and other agencies.

The ALNCo also provides related professional guidance to other school staff with the aim of securing high quality teaching for children with ALN.

Key responsibilities of the ALNCo may include:

* Overseeing the day-to-day operation of the school's ALN policy
* Advising and supporting other teachers/members of staff in the school/setting
* Overseeing/managing teaching assistants
* Liaising with parents and other professionals (Local Authority, Health etc) regarding children with Additional Learning Needs
* Carrying out assessments of children’s particular strengths and weaknesses
* Co-ordinating provision for children with Additional Learning Needs including the planning of future support and ensuring statutory duties are carried out – for example the carrying out of PCP reviews.
* overseeing the records of all children with Additional Learning Needs ensuring that relevant information is collected, recorded and updated.