

National SENCO Workload Survey

Participant information sheet

What is the purpose of this research study?

The 2018 National SENCO workload survey is a joint research project between The National Education Union (NEU), nasen and Bath Spa University. The purpose of the research is to explore how the role of the Special Educational Needs Coordinator (SENCO) is enacted in schools. The research intends to explore the breadth and depth of the role, with a focus on the varied nature of SENCO activities and how these impact on workload. The research intends to present a national picture of the how the SENCO role is implemented and supported in schools, particularly now that the Special Educational Needs and Disability (SEND) Code of Practice (DfE and DoH, 2015) has been in place for four years. Following the publication of the findings, the research also intends to present several models, or cases, of how the SENCO role can be facilitated effectively in varying school contexts.

Why am I being asked to participate?

You are being asked to participate because you are a SENCO currently working in a school. You might be working in a primary or secondary school, or in specialist or alternative provision. You might be working in the independent sector. We are keen to hear views from a variety of different school contexts, including contexts where the SENCO role is not statutory.

How can I participate?

You can take part by completing this online survey. The survey will take approximately 15 – 25 minutes to complete.

What will I be asked about?

The survey will ask a series of questions based on the following themes:

- Core activities of the SENCO role
- SENCO workload and allocated time
- Additional time undertaken to complete the role
- Enablers and barriers which impact on role implementation
- Wider support for the role

Are there any risks to me, from taking part?

No, however you might find that the survey leads you to think about both positive and negative aspects of your role. You might later want to talk to your line manager about these aspects.

Will my taking part be kept confidential?

Yes, participants will not be identified or identifiable at any point. No information relating to your name or school will be requested, except for general non-identifying information, for example the phase you work in, the size of your school, your experience as a SENCO.

Participants will not be identifiable in the report.

What will happen to the data collected?

The data will be analysed by the research team. The data will later be presented within a report. All data presented will be anonymised.

The data will be kept securely and will be destroyed after 10 years, as determined by the Data Management Plan as part of University protocol. The data will only be used for the purposes of the National SENCO workload survey and will not be shared with anyone other than the research team.

What will happen to the results of the research?

The report will be published by the NEU and it will be shared with the Secretary of State for Education. The report will also be shared with Ofsted and it will be available online via the NEU and

nasen. It is intended that the data from the report will be written into journal articles and published via nasen journals.

What happens if I change my mind?

There is no obligation to participate in this research. You can withdraw from the online survey at any point, and you do not have to complete the process. However, once you have submitted your survey, you will not be able to withdraw your data.

Additional Information

Please also refer to the [participant consent information sheet](#) (or see link on the website). The National SENCO workload survey has been granted ethical approval from the Institute for Education, Bath Spa University. Dr Helen Curran is a member of BERA and as such the research project follows BERA guidelines (2018) as part of the Association's Code of Conduct.

Who do I contact for further information?

You can contact:

Dr Helen Curran, Bath Spa University on h.curran@bathspa.ac.uk or

Dr Adam Boddison, nasen on Adamb@nasen.org.uk