Moon Hall School, Reigate

SENCo

From April 2027 (or sooner)

mainstream curriculum, coeducational, Years 3-11

Job Title:	SENCo (Senior School Years 7 to 11)
Responsible to:	Head of SEN
Contract:	Permanent, Part-time 0.6 FTE
Hours:	08:00 - 16:15, normally three days per week
Salary:	Competitive and commensurate with qualifications and experience, pro rata for 0.6 FTE

Moon Hall School is seeking an experienced, knowledgeable and highly motivated Special Educational Needs Coordinator (SENCo) to join our specialist team. This is an exciting opportunity for a dedicated SEND professional to make a meaningful impact within a school where supporting pupils with additional learning needs is central to everything we do.

The SENCo will provide operational leadership and coordination of SEND provision across the school, ensuring that pupils' individual needs are accurately identified, understood and effectively supported.

Working closely with the Head of SEN, academic and pastoral leaders, teachers, therapists, parents and external professionals, the SENCo will ensure that statutory SEND responsibilities are met and that provision for pupils with EHCPs and additional needs is effectively coordinated, monitored and reviewed.

To comply with safer recruitment practices, all applicants are requested to complete the following Application Form.

About Moon Hall

Moon Hall is a specialist school providing a tailored education for pupils whose primary need is dyslexia. We also support pupils with a range of co-occurring needs, including ADHD, dyscalculia and dyspraxia.

Our specialist approach means that SEND is not an additional provision at Moon Hall. It sits at the heart of our teaching, pastoral care and curriculum.

Key responsibilities

Strategic SEND leadership

- Lead and coordinate SEND provision across the school under the direction of the Head of SEN.
- Support the continued development and implementation of the school's SEND strategy.
- Ensure that SEND policies, procedures and practice remain effective and compliant with statutory requirements.
- Maintain appropriate oversight of the SEND register and pupils with EHCPs.
- Provide professional advice to the Head of SEN and other school leaders on SEND matters.
- Contribute to the school's self-evaluation, development planning and preparation for inspection.
- Promote an inclusive culture in which high expectations are maintained for all pupils.

EHCPs and Annual Reviews

- Coordinate the school's EHCP processes and statutory Annual Review cycle.
- Prepare for and chair Annual Review meetings where appropriate.
- Ensure that Annual Review documentation is completed accurately and within the required timescales.
- Monitor the provision specified within pupils' EHCPs and ensure that it is reflected in school practice.
- Liaise effectively with parents, Local Authorities and relevant external professionals.
- Monitor actions arising from Annual Reviews and ensure that appropriate follow-up takes place.
- Support requests for statutory assessment, EHCP amendments and consultations where required.

Pupil provision and progress

- Ensure that appropriate systems are in place to identify, assess and monitor pupils' needs.
- Oversee pupil profiles and individual learning or support plans, ensuring that they remain current and useful to classroom practitioners.
- Monitor the effectiveness and impact of SEND provision and interventions.
- Work collaboratively with academic and pastoral teams to identify barriers to learning and agree appropriate strategies.
- Ensure that agreed interventions and support are implemented, recorded and evaluated.
- Support effective transition arrangements for pupils joining or leaving Moon Hall.
- Ensure that pupil voice is appropriately incorporated into planning and review.

Supporting teaching and learning

- Provide teachers with practical advice and strategies to meet pupils' individual learning needs.
- Promote high-quality, evidence-informed SEND practice across the school.
- Support staff in understanding pupils' profiles, EHCP outcomes and recommended strategies.
- Contribute to staff training, INSET and SEND-related professional development.
- Work collaboratively with Heads of Department and other leaders to ensure that SEND provision is embedded within teaching and learning.
- Support staff to make appropriate adaptations so that pupils can access the curriculum and make progress.

Multi-agency and parent partnership

- Develop positive and effective relationships with parents and carers.
- Provide parents with clear information about their child's needs, provision and progress.
- Liaise with Educational Psychologists, Speech and Language Therapists, Occupational Therapists and other professionals, as appropriate.
- Coordinate professional recommendations so that they translate into practical support for pupils.
- Represent Moon Hall professionally in discussions with Local Authorities and external agencies.
- Ensure that information is shared appropriately and in accordance with data protection and safeguarding requirements.

Assessment and admissions

- Review relevant professional reports and supporting documentation for prospective pupils when required.
- Provide advice on whether identified needs can reasonably be met within Moon Hall's specialist provision.
- Contribute to assessment, admissions and transition arrangements for new pupils.
- Ensure that relevant pupil information and recommended strategies are shared with staff before a pupil begins at the school.

Administration and record keeping

- Maintain clear, accurate and up-to-date SEND records.
- Ensure that statutory documentation is completed and stored appropriately.
- Monitor key deadlines and ensure that reports, responses and review documents are submitted within required timescales.
- Support the collation and analysis of information relating to SEND provision and pupil outcomes.
- Provide reports and updates to the Head of SEN and senior leaders as required.

Safeguarding

The SENCo will:

- Promote and safeguard the welfare of all pupils.
- Work in accordance with Moon Hall's safeguarding and child protection policies and procedures.
- Recognise the additional safeguarding vulnerabilities that can affect children with SEND.
- Report concerns promptly through the school's safeguarding procedures.
- Maintain appropriate professional confidentiality and information-sharing practices.
- Complete all required safeguarding training and maintain up-to-date knowledge of relevant statutory guidance.

General responsibilities

- Uphold Moon Hall's ethos, values, policies and professional standards.
- Maintain positive and professional relationships with pupils, parents, colleagues and external professionals.
- Attend relevant meetings, training and school events appropriate to the role and working pattern.
- Keep knowledge of SEND legislation, guidance and effective practice up to date.
- Undertake other reasonable duties consistent with the level and purpose of the post.

Person specification

Essential

The successful candidate will:

- Be a qualified teacher with appropriate experience of SEND.
- Have substantial experience of supporting pupils with SEND.
- Have a strong working knowledge of EHCPs and the Annual Review process.
- Understand relevant SEND legislation, statutory guidance and school responsibilities.
- Have excellent organisational and administrative skills.
- Demonstrate strong written and verbal communication skills.
- Be confident working with parents, Local Authorities and multidisciplinary professionals.
- Understand how SEND needs translate into effective classroom practice.
- Be able to interpret professional reports and communicate appropriate strategies to colleagues.
- Be able to work independently while contributing effectively to a wider specialist team.
- Be able to manage competing priorities and meet statutory deadlines.
- Demonstrate a commitment to safeguarding and promoting the welfare of children.
- Demonstrate a commitment to Moon Hall's specialist ethos and high expectations for pupils.

Desirable

- A SENCo qualification or appropriate equivalent.
- Experience of working within a specialist SEND or SpLD setting.

- Experience of supporting pupils with dyslexia and co-occurring needs, including ADHD, dyscalculia and dyspraxia.
- Experience of SEND quality assurance and inspection preparation.
- A specialist assessment or SpLD qualification.
- Experience of working with Local Authorities and managing complex EHCP provision.
- Experience of delivering SEND-related training to colleagues.

Working pattern

This is a 0.6 FTE post, normally worked across three days per week. The specific working days will be agreed with the successful candidate, taking account of the operational requirements of the school.

Given the statutory nature of the role, some flexibility may be required around Annual Reviews, Local Authority deadlines, parent meetings and other significant SEND commitments. The responsibilities will be structured so that they are realistically achievable within the 0.6 FTE allocation.

Safeguarding statement

Moon Hall Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check, including a check of the Children's Barred List, and other relevant pre-employment checks, in line with the safer recruitment guidelines.

Moon Hall Trust is an equal opportunities employer. We welcome applications from suitably qualified candidates and are committed to creating an inclusive working environment.