

MOORLAND FEDERATION SENCO

Job Description

Job Title:

Federation Special Educational Needs Coordinator (SENCO)

Responsible to:

Executive Headteacher

Location:

Across the eight schools of the Moorland Federation, West Somerset

Job Purpose:

To strategically lead and coordinate the provision for pupils with Special Educational Needs and Disabilities (SEND) across the Moorland Federation. The postholder will ensure a consistent, inclusive, and high-quality approach to SEND and SEMH provision, working in collaboration with existing SENCOs, school leaders, external agencies, and families. This role aims to support the development of inclusive practice, ensure statutory compliance, and promote improved outcomes for all pupils with additional needs.

Key Responsibilities:

- Lead and coordinate SEND provision across the Federation, ensuring compliance with statutory requirements.
- Work collaboratively with existing SENCOs and school leaders to maintain effective provision for pupils with SEND.
- Lead the completion, submission and ongoing management of EHCP applications, ensuring timely, high-quality contributions from all stakeholders.
- Oversee and support the implementation of Education, Health and Care Plans (EHCPs).
- Contribute to strategic planning, data tracking, and provision mapping for SEND pupils.
- Provide advice, guidance and professional development for staff on inclusive teaching and learning strategies.
- Coordinate referrals and liaise effectively with external professionals and agencies.

- Develop strong, supportive relationships with families to ensure they are active partners in their child's education.
- Lead annual reviews and support accurate and timely documentation relating to SEND.
- Promote a positive culture of inclusion across all schools in the Federation.
- Support staff wellbeing and development with regard to managing SEND in the classroom.

Person Specification

Essential Qualifications and Experience:

- Qualified Teacher Status (QTS).
- Significant experience of working with primary-aged pupils with SEND and SEMH needs.
- Ability to develop, lead and coordinate high-quality SEND provision.
- Understanding of the SEN Code of Practice and statutory responsibilities.
- Experience of working effectively with parents, external agencies and other stakeholders.
- Willingness to travel between Federation schools as required.

Desirable Qualifications and Experience:

- National Award for SEN Coordination (NASENCO), or willingness to complete the qualification within the first year.
- Experience of SEND leadership across multiple settings or within a federation/MAT.
- Training in relevant interventions, therapeutic approaches, or Team Teach.
- Knowledge of SEMH provision and trauma-informed practice.

Skills and Attributes:

- Excellent communication, interpersonal and organisational skills.
- Empathy, integrity and resilience in supporting children, families and staff.
- Commitment to inclusive education and collaborative leadership.
- Able to reflect, evaluate and adapt practice for continuous improvement.
- Strong ICT skills to manage documentation and monitor impact.
- Ability to inspire, support and influence others with a positive approach.

Safeguarding Statement:

The Moorland Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check and provide satisfactory references.