

MHS Reigate

SENCO (YEARS 7 TO 11)

CANDIDATE PACK

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ABOUT MOON HALL

Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development - including sixth form, international centres and CPD training hubs

Moon Hall is not just a school - it is a movement to reshape the way we see learning differences.

MOON HALL

INTRODUCTION

Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate - not fear - their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: SENCO (Years 7 to 11)

RESPONSIBLE TO: Head of SEN

Contract: Permanent, Part-time 0.6 FTE, Term Time Only

Hours: 08:00 - 16:15, normally three days per week

Salary: Competitive and commensurate with qualifications and experience, pro rata for 0.6 FTE

The Role

We are 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.

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.

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RESPONSIBLE TO: Head of SEN

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.

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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.

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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.

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RESPONSIBLE TO: Head of SEN

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.

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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.

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

START DATE: FROM APRIL 2027 (OR SOONER)

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Apply Now



General Requirements

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.


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