



Brent

Application Guidance - Area Cluster Coordinator

Welcome

Application Guidance – Area Cluster Coordinator

Thank you for your interest in the Area Cluster Coordinator role within Brent’s SEND Outreach Service.

This guidance is intended to support candidates in preparing their supporting statement and understanding the key areas that will be assessed as part of the application process.

Please refer to the full Job Description to review the complete criteria for the role.

The criteria outlined below will be assessed at application stage.

How to Apply

- **Answer all pre-screening questions** – there are five role specific pre-screening questions for this role. In addition to answering the questions, candidates should also ensure their supporting statement clearly addresses the criteria **outlined in the supporting statement** guidance below.
 - **Submit a CV**
 - **Submit supporting statement** addressing the assessment areas set out below
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Supporting Statement Guidance

Your supporting statement should provide clear examples from your professional experience that demonstrate your knowledge, skills and impact in relation to the role.

You do not need to respond to each point individually; however, your statement should clearly evidence the following areas:

Knowledge and Qualifications

Please demonstrate:

1. In-depth knowledge of SEND legislation and the SEND Code of Practice

2. Strong understanding of inclusive education and the graduated response
 3. Knowledge of safeguarding legislation and procedures
 4. Knowledge of local authority systems and processes in Brent
 5. Understanding of health and social care pathways
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Experience

Please provide examples demonstrating:

1. Experience with SEND in a school or educational setting
 2. Experience of working within multi-agency environments
 3. Experience of leading meetings and coordinating support for children with SEND
 4. Experience of managing referrals and assessing levels of need
 5. Experience within a local authority or advisory role
 6. Experience of developing or implementing cluster or locality-based models
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Important Note

Your supporting statement should focus on providing relevant evidence and practical examples that demonstrate how your experience and knowledge aligns with the essential application requirements of the role.

We encourage candidates to focus on the impact of their work, their professional approach and the outcomes achieved.
