



Area Cluster Coordinator

Reports to:	SEND Outreach Service Manager		
Department:	Children Young People & Community Development: Education Partnerships and Strategy	Grade:	MPS/ UPS
DBS Status:	Enhanced Children and Adults	Politically restricted:	No
Job Purpose:			
<ul style="list-style-type: none"> The Experts at Hand Area Coordinator will lead and coordinate a multi-disciplinary team (MDT) cluster model across a defined locality in Brent. The role is central to ensuring that children and young people receive the right support at the right time through effective partnership working with schools, early years settings, health services, parents and carers and other professionals. The post holder will utilise their expertise as an experienced qualified teacher with SEND experience to oversee referrals, coordinate triage processes, and lead high-quality MDT meetings that enable early identification of need, timely intervention, and improved outcomes for children and young people with special educational needs and disabilities (SEND). 			
Values			
Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.			
Job specific roles and responsibilities			
Leadership of MDT Cluster Model			
<ol style="list-style-type: none"> Lead and coordinate a locality-based MDT cluster, ensuring effective collaboration between education, health, and other partner agencies. Establish clear processes for information sharing, decision-making, and accountability within the MDT. Promote a culture of early intervention, inclusion, and strengths-based practice. 			
Referral Management and Triage			
<ol style="list-style-type: none"> Oversee and manage incoming referrals from schools, settings, and partner agencies. Lead the triage process to ensure appropriate allocation of support based on need and risk. Ensure that thresholds are applied consistently and that cases are escalated appropriately where necessary. Monitor referral trends and identify gaps or pressures in service provision. 			

Version: May 2026

Date of Job Evaluation: N/A

MDT Meeting Facilitation

8. Chair and facilitate regular MDT meetings, ensuring they are structured, solution-focused, and outcome-driven.
9. Ensure all relevant professionals contribute effectively to planning and decision-making.
10. Record key actions, decisions, and outcomes, ensuring accountability and follow-up.

Partnership Working

11. Build and maintain strong relationships with schools, early years settings, colleges, parents and carers and health partners.
12. Act as a key point of contact for SEND-related queries within the cluster area.
13. Provide consultation and professional advice to school staff and practitioners.

SEND Expertise and Support

14. Provide specialist advice and guidance based on strong knowledge of SEND legislation, processes, and best practice.
15. Support schools in implementing inclusive strategies and interventions.
16. Promote effective use of graduated response (Assess, Plan, Do, Review).

Early Identification and Intervention

17. Ensure timely identification of emerging needs through collaborative working.
18. Coordinate targeted and specialist support to prevent escalation to statutory services where appropriate.
19. Support the development of provision mapping across the cluster.

Safeguarding and Risk Management

20. Ensure safeguarding considerations are central to all decision-making.
21. Identify and escalate safeguarding concerns in line with local authority policies.
22. Contribute to risk assessments and multi-agency safeguarding planning.

Data, Monitoring, and Reporting

23. Maintain accurate records of referrals, decisions, and outcomes.
24. Analyse data to evaluate impact, identify trends, and inform service improvements.
25. Provide regular reports to senior leaders on performance and outcomes.

Professional Practice and Development

26. Maintain up-to-date knowledge of SEND legislation, guidance, and local priorities.
27. Engage in supervision, reflective practice, and continuous professional development.
28. Contribute to training and development opportunities for schools and partners.

Service Development

29. Contribute to the ongoing development and refinement of the Experts at Hand model.
30. Support innovation in practice to improve outcomes for children and young people.
31. Participate in quality assurance and continuous improvement activities.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)**Knowledge and Qualifications**

1. Qualified teacher status (QTS) or equivalent relevant professional qualification.
2. Graduate with relevant degree
3. In-depth knowledge of SEND legislation and the SEND Code of Practice.
4. Strong understanding of inclusive education and the graduated response.
5. Knowledge of safeguarding legislation and procedures.
6. Knowledge of local authority systems and processes in Brent.
7. Understanding of health and social care pathways.

Experience

8. Experience with SEND in a school or educational setting.
9. Experience of working within multi-agency environments.
10. Experience of leading meetings and coordinating support for children with SEND.
11. Experience of managing referrals and assessing levels of need.
12. Experience within a local authority or advisory role.
13. Experience of developing or implementing cluster or locality-based models.

Skills and Abilities

14. Strong leadership and facilitation skills.
15. Excellent communication and interpersonal skills.
16. Ability to analyse complex information and make sound decisions.
17. Ability to build effective partnerships across agencies.
18. Strong organisational skills and ability to manage competing priorities.
19. Ability to influence and challenge constructively.
20. Skills in data analysis and performance monitoring.
21. Ability to deliver training and presentations.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs.