

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Inclusion Advisor	Grade: Teachers pay and conditions UPS (£55,415-£60,092) + SEN point (£2,679-£5,285)
Section: Wandsworth SEND Inclusion Service	Directorate: Children Services - Education <i>SEND and Inclusion</i>
Responsible to following manager: Inclusion Service Manager	Responsible for following staff: N/A
Post Number/s: ESSEI01	Last review date: April 25

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

1. To provide operational advice and guidance to mainstream schools/colleges (including Academies) to enable them to carry out their responsibilities effectively in relation to providing a high-quality education for learners with special educational needs and disabilities (SEND) in line with Wandsworth Ordinarily Available Provision guidance and national policy.

2. To provide support and advice to teachers (especially early career teachers) in meeting the needs of children with SEND needs. Supporting inclusive teaching approaches that are fully inclusive of children with SEND in line with Wandsworth Ordinarily Available Provision guidance.
3. To take a strategic lead on the effective primary to secondary transition arrangements for learners with SEND.
4. Work as part of the Inclusion team to monitor data on outcomes for pupils with SEND and to initiate appropriate responses including training, support and guidance.

Specific Duties and Responsibilities

1. Work as part of the Inclusion team to provide support to mainstream schools with the development of SEND policy and practice in mainstream schools/colleges:
 - Monitor and evaluate schools/colleges SEND policy and practice with a focus on reasonable adjustments for children with SEND.
 - Identify areas for development across schools and initiate responses
 - Monitor and evaluate the impact of identified SEND initiatives and schools' Ofsted readiness in relation to progress, attainment and exclusion of learners with SEND.
2. Support development of multi-agency working in schools and liaise with schools' senior leadership teams and SENCOs to ensure:
 - the effective use of resources to ensure the quality of provision to meet learners' needs;
 - the appropriate management and teaching strategies for the inclusion of pupils with SEND in line with Wandsworth Ordinarily Available Provision guidance;
 - effective liaison with parents and carers and effective working links with other professional agencies outside education;
 - the effective implementation of the schools' duties to learners with SEND in relation to the SEN Code of Practice, Disability Rights legislation and other relevant government guidance;
 - effective reviewing, evaluating and development of schools' SEND and other related policies and practice.
3. To support and contribute to SENCo network meetings and providing additional advice and support for new SENCOs to meet their needs.
4. To liaise with partners to devise, coordinate and deliver a SEND training programme suitable for a range of school/college staff and learners needs.

5. To use existing data and evidence-based practice to devise a programme to support pupils at SEN support who will need targeted additional resource for a successful transition from primary to secondary education and to evaluate the effectiveness of this programme.
6. To carry out other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibility of the post

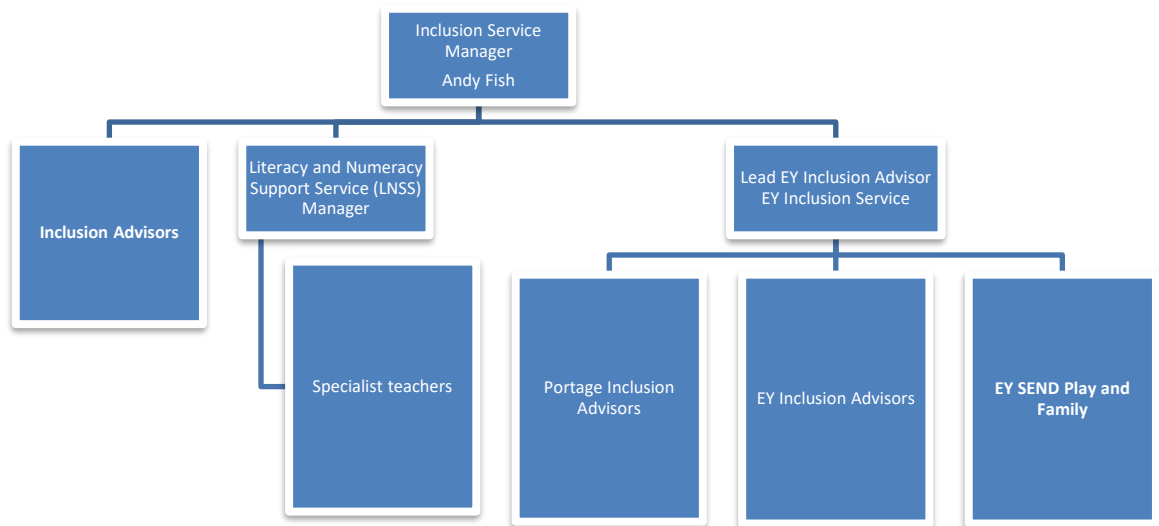
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnership.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together to Safeguard Children in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role.</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.</p>
<i>CPD</i>	A commitment to own personal development and to undertake mandatory training as required
<i>Service and Self Review</i>	To participate in the annual Professional Development Review.
<i>Behaviour / Risk Management</i>	To work with other colleagues to always ensure safety of both workers and users.
<i>REVIEW</i>	This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.

Team structure



Person Specification

Job Title: Inclusion Advisor	Grade: Teachers pay and conditions UPS (£55,415-£60,092) + SEN point (£2679-£5285)
Section: Wandsworth SEND Inclusion Service	Directorate: Children Services - Education <i>SEND and Inclusion</i>
Responsible to following manager: Inclusion Service Manager	Responsible for following staff: N/A
Post Number/s: ESSEI01	Last review date: April 25

Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Sound understanding of the pedagogy for including pupils with SEND within mainstream classes and enabling access to the mainstream curriculum	x		A/I
Knowledge of the legislative and statutory requirements relating to children resulting from the SEND Code of Practice (2015) and relevant Regulations linked to the Children and Families Act (2014), including Ofsted and CQC requirements.	X		A/I

Substantial knowledge of evidence-based practices leading to positive outcomes for pupils with SEND within mainstream schools	X		A/I
Knowledge and understanding of local and national policy and ongoing changes to the landscape in relation to education and special educational needs and disability	X		A/I
Sound, demonstrable knowledge of safeguarding and child protection policy and practice	X		A/I
Significant knowledge of the SENCO role; duties, training, finance, statutory process and functions	X		A/I
Experience	Essential	Desirable	Assessed
Substantial experience of education within a senior leadership or SENCo role	x		A/I
Substantial experience of working with children and young people with SEND in a range of educational setting	X		A/I
Experience of strategic planning and the development of associated quality assurance frameworks	x		A/I
Experience of involving the community specifically parents/ families, children and young people and other stakeholders in service design and delivery		X	A/I
Experience of partnership working with a wide range of stakeholders from the statutory, private and voluntary sector including education providers and health commissioners/providers	X		A/I
Skills	Essential	Desirable	Assessed
Excellent communication skills verbally and written, including the ability to write concise reports for a wide audience	X		A/I
Ability to challenge and support providers and partners to ensure the best possible services are provided to meet the needs of children and young people with SEND		X	A/I
Ability to use systems to provide management information to improve service outcomes	X		A/I
Qualifications	Essential	Desirable	Assessed
Educated to Degree Level with qualified teacher status	X		C
Satisfactory DBS clearance.	X		C
Post Graduate qualification such as National Award for Special Educational Needs Coordination		X	C

A – Application form / CV

I – Interview

T – Test
C - Certificate