

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Inclusion Adviser
- Post Number: P28089, P28090, P28091, P28092, P28093, P28094
- Grade and SCP: Soulbury 9-12 (£56,357 to £60,804)
- Directorate: People

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the multidisciplinary Experts at Hand team within Learning and Skills, you will support the achievement of these key priorities, making a real difference to the lives of children, young people, families, schools and settings across Shropshire.

The Experts at Hand Team works with education settings, families and multi-agency partners to improve inclusion, strengthen ordinarily available provision and support children and young people with special educational needs and disabilities to achieve positive outcomes within their local communities. This role forms part of Shropshire's Experts at Hand offer, which is designed to bring specialist education and health expertise closer to mainstream settings, support earlier identification of needs, build



workforce confidence and provide timely, evidence-informed advice and coaching before needs escalate.

Overview of your role

The SEND and Inclusion Advisor will provide locality-based specialist support, guidance, coaching and training to mainstream schools and post-16 settings across one of Shropshire's five localities: North East, North West, South East, South West or Central. The post holder will be the named SEND and inclusion advisor for schools and settings within their locality, offering timely advice on commonly occurring SEND and inclusion needs. Support will be needs-led and will not depend on a formal diagnosis. The role will help settings to identify needs earlier, strengthen ordinarily available provision, make effective reasonable adjustments and improve inclusive practice through direct advice, observation, modelling, coaching, training and practical resources. The post holder will also develop a specialist area of SEND practice agreed with their line manager in response to presenting needs, local demand and service priorities.

Who will your manager be and what will you be responsible for?

The post holder will be line managed by one of the Education Quality Advisers for SEND and AP and will work collaboratively with colleagues across the multidisciplinary Experts at Hand team, schools, post-16 settings, parent carers and wider education, health and care partners. The role will contribute to a locally tailored Experts at Hand offer that is planned and delivered through local area partnership arrangements, with the local authority and Integrated Care Board working as equal partners in planning, decision-making and delivery.

You will be:

- reporting to an Education Quality Adviser for SEND and AP, who is responsible for your health and safety, training and development.
- responsible for managing your own locality caseload, prioritising work in line with service criteria, presenting needs and agreed locality priorities.
- responsible for managing your own diary and work schedule effectively, ensuring all allocated schools and settings receive the agreed level of support in line with service expectations and locality priorities.
- expected to work as part of the multidisciplinary Experts at Hand team, building effective relationships with mainstream schools, post-16 settings, specialist and alternative provision partners, council colleagues, health partners, parent carers and external agencies to improve inclusion and outcomes for children and young people with SEND.
- expected to lead on an agreed specialist area of SEND, upskilling colleagues and developing training packages, guidance and resources for schools, settings and council colleagues.



- expected to work flexibly across other Shropshire localities when required, including to provide cover for colleagues or to lead work linked to your specialist area.
- responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.

What will you be doing?

- Act as the named SEND and Inclusion Advisor for schools and post-16 settings within an allocated Shropshire locality.
- Provide timely, needs-led specialist advice, support and guidance to mainstream schools and post-16 settings on commonly occurring SEND and inclusion needs, including strategies to strengthen ordinarily available provision and support inclusive practice without requiring a formal diagnosis.
- Work collaboratively with school and setting leaders, SENCOs, teaching staff and support staff to identify needs earlier, agree practical strategies, remove barriers to learning and build confidence in meeting needs within everyday education environments.
- Observe children and young people in their learning environment where appropriate, work alongside educators to understand presenting needs, and provide clear written advice and practical recommendations to support access, participation, progress, wellbeing and preparation for adulthood.
- Support schools and settings to develop whole-school and whole-class approaches to inclusion, including reasonable adjustments, graduated response, curriculum access, environmental adaptations, evidence-informed intervention, small-group support and occasional targeted individual support where this is most needed.
- Contribute specialist advice to multi-agency planning, statutory assessment processes, annual reviews and outcomes planning where required and in line with service protocols.
- Lead on an agreed specialist area of SEND, maintaining up-to-date knowledge and acting as a source of expertise for colleagues, schools, settings and wider partners.
- Develop and deliver training packages, coaching, guidance materials and practical resources to upskill schools, settings, council colleagues and the wider Experts at Hand team, supporting sustained workforce capability across education, health and care.
- Work flexibly across Shropshire localities when required, including supporting service resilience, covering colleagues and delivering specialist input where demand indicates.
- Maintain accurate records of involvement, advice, actions, outcomes and impact, using agreed council systems and complying with data protection and information governance requirements.



- Evaluate the impact of advice, coaching, training and resources, gathering feedback from schools, settings, children and young people, parent carers and partners to demonstrate outcomes, inform continuous improvement and support local area assurance of the Experts at Hand offer.
- Contribute to service development, quality assurance, performance monitoring and the wider SEND and AP improvement agenda, including arrangements for local area partnership governance, accountability and reporting on delivery of the Experts at Hand offer.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- maintain up-to-date professional knowledge of SEND, inclusion, safeguarding, education legislation and evidence-informed practice relevant to the role.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the national Soulbury Committee. The successful candidate will be appointed on the appropriate Soulbury pay scale, with annual incremental progression subject to local frameworks.

Your primary place of work will be Shrewsbury Guildhall. This is a peripatetic role requiring daily travel across Shropshire to schools, post-16 settings and other council



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locations, with regular working within one of the locality hubs. Home working may be available where appropriate and in line with service requirements.

Your post is subject to the following:

- The post is permanent for 37 hours per week.
- Normal office hours are 8.45am – 5.00pm Monday to Friday with a lunch break of 40 minutes. Occasional early morning or evening work may be required.
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years' local government service, giving an entitlement of 244 hours (33 days). Two days of an employee's allowance, pro rata for part-time staff, must be taken at Christmas for any potential Christmas closures. Employees who work in a building or service which is required to open over the Christmas period may carry over the two days' leave, pro rata, into the next leave year but this must be used by the end of March.

The appointment is subject to two months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

Disclosure and Barring Service check

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required



to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.

