

CITY OF WOLVERHAMPTON COUNCIL

JOB DESCRIPTION

Job Title: SEND Advisory Teacher

Directorate: Education

Service: School Standards

Grade: Soulbury 5 - 8

Job Purpose:

- To rigorously hold nursery, primary, secondary and special schools to account for the outcomes of the pupils with SEN&D.
- To provide advice, support and challenge to schools and settings; ensuring outcomes for pupils with SEN & D are improved;
- To support on and deliver training to schools and settings on SEND matters;
- To support the authority in enabling all schools to become good or outstanding;
- To contribute to service and policy development.

Main Duties and Responsibilities:

1. To support and challenge nursery, primary, secondary and special schools in the raising of achievement of pupils with SEN & D with a particular emphasis on diminishing the difference with their peers.
2. To provide challenge and support to nursery, primary, secondary and special schools in analysis of data regarding significant gaps for pupils with SEN & D as compared to local and national data sets.
3. Support nursery, primary, secondary schools to identify early identification and intervention strategies to ensure better outcomes for pupils with SEN & D.
4. To work with nursery, primary, secondary and special schools on the development of their inclusive curriculum and learning environments for pupils with SEN & D and to assist them in further developing their policies and protocols including those in relation to safeguarding.
5. To monitor, analyse and evaluate the impact of the interventions in supported schools via a range of approaches that meet the needs and LA categorisation of individual schools.
6. To provide accurate and up to date advice and support to nursery, primary, secondary and special schools on identification of pupils with SEN & D and the most appropriate strategies and pedagogies for improving inclusion and outcomes for these pupils.
7. To support the building of capacity with mainstream schools and academies to meet the needs of pupils with increasingly complex SEN & D in an inclusive and effective manner that meets local needs.
8. To support the development and training of new and existing SENCO's, including the development of a SENCO induction programme and facilitating and leading on the SENCO Network meetings.
9. To work closely with Principle EP and the special schools to monitor and evaluate the impact of Outreach provision to ensure it meets local needs and is an exemplar of best practice and provides best value for money.
10. To develop, coordinate and lead on a range of CPD opportunities for school staff, Headteachers and governors in partnership with other service areas as and when appropriate.

11. To work with School Improvement Advisors to review pupil outcomes, the effectiveness of leadership and the quality of teaching, learning and assessment in SEN & D.
12. To produce reports to inform the School Improvement and Governance Strategy categorisation process.
13. To work in close partnership with the SEN & D, Inclusion and Early Intervention Services to ensure that schools have an inclusive approach to supporting the needs of all children and young people with SEN & D in their local communities.
14. To support the SENStart Manager in evaluating the graduated response of schools prior to requests for Statutory Assessment through the SAM Panel process.
15. To support effective communication and partnership working between the SENStart Team, EYFS SEN Team, HI/VI Support Team and School Improvement team.
16. To liaise with school learning communities, providing appropriate support and guidance on legislation relating to SEN & D.
17. Maintain an up to date knowledge that includes statutory requirements, policy and practice trends and research in relation to SEN & D.
18. To be a point of contact and provide the professional response to queries and advice for schools, settings and providers.
19. To maintain constructive relationships with a broad range of internal and external stakeholders and specifically with education professionals from a wide range of services and disciplines both in and out of the City.
20. Prepare up to date and relevant guidance and training material, for our education settings.
21. Contribute directly to the work of the School Standards Service, as directed by line manager (Senior School Improvement Advisor).
22. To act in accordance with the Council's Constitution and other Codes of Conduct.
23. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
24. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
25. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
26. To participate in the wider development of the service and contribute to service improvement as required.
27. The City of Wolverhampton Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after".

CITY OF WOLVERHAMPTON COUNCIL

PERSONNEL SPECIFICATION

Area	Description
Knowledge:	<ul style="list-style-type: none"> • Have a comprehensive knowledge of the SEN & D policy and legislation.
	<ul style="list-style-type: none"> • To have substantial knowledge of curriculum and pedagogy in relation to SEN & D in schools and settings.
Skills and Abilities:	<ul style="list-style-type: none"> • To provide well referenced, accurate and relevant advice about SEN & D matters. • High level of inter-personal skills both written and verbal including presentation and group work skills to communicate to a wide range of individuals; • Good organisational skills and be able to work under pressure, meet deadlines and prioritise a demanding workload; • Be able to write and present credible and well referenced developmental papers. • Be able to challenge poor practice effectively; • Have problem solving and analytical skills; • Be self-motivated, have personal confidence, leadership and negotiation skills; • Make independent judgements that take into account the views of others but are not unduly influenced by these;
Experience:	<ul style="list-style-type: none"> • A minimum of three years' successful experience working in schools as a Senior Leader with responsibility for SEN & D.
	<ul style="list-style-type: none"> • Experience of Advisory Teacher work within a local authority is desirable.
	<ul style="list-style-type: none"> • Experience of cross phase and partnership work.
	<ul style="list-style-type: none"> • Experience of designing and delivering learning and development opportunities.
Educational:	<ul style="list-style-type: none"> • A degree or equivalent
	<ul style="list-style-type: none"> • Qualified Teacher Status
	<ul style="list-style-type: none"> • Evidence of commitment to own on-going professional development
Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974. An enhanced DBS check will be required for this post. Any offer of appointment will be conditional upon receipt of a satisfactory Enhanced DBS check and other relevant pre-employment checks. • Two references will be taken up for all shortlisted candidates prior to interview. • Work outside normal hours may occasionally be necessary. • Ability to travel efficiently around the city in order to carry out duties;