



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Advisory Inclusion Team Manager		
<b>GRADE:</b>	G12	<b>SERVICE AREA:</b>	Children's services
<b>JOB CODE:</b>	CHI287ADVIG12		Inclusion and support
<b>REPORTS TO:</b>	SEND Team Manager	<b>LOCATION:</b>	Educational Development Centre
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>Teachers' Pay and Conditions</li> <li>An enhanced DBS check will be required.</li> <li>A valid driving licence and access to own motor vehicle.</li> <li>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li> </ul>		

## 1. Main purpose of the job role:

To ensure high level of service delivery and a contribution to developments within Walsall Children's Services, through effective management of the Advisory Support Team.

## 2. Role specific duties and accountabilities:

- To be responsible for Performance Management and development of the Advisory Support Team, including advisory teachers and support staff.
- To be part of the Send Management Team and take forward service developments within the service and the wider Children's Services agenda.
- To communicate effectively on a day to day basis, ensuring efficient communication structures are used and ensure there are good links with other services within Walsall Children's Service
- Provide advice/information on new developments to senior managers to support strategic/statutory planning.
- Develop good links with other Walsall Children's Services .
- Ensure there are effective communication structures with key stakeholders, service users and partners in order to achieve agreed outcomes
- Contribute to the vision and direction of the team
- To support the Team Manager of SEND and work collaboratively with the Lead EP and EHCP Team Manager to develop professional practice
- Review ways the team provides advice and support to schools in relation to the SEN Code of Practice to support continued capacity building in settings
- Ensure the work of the team has measurable, embedded impact both across the services, schools and the wider children's services agenda
- Leading on and contributing to policy development within the area of responsibility
- Responsible for the day to day management and the deployment of the team
- Contribute to the development of locality working with a focus on consultation, advice and support to settings
- Contribute to service planning to ensure clear operational objectives and systems are in place to evaluate the service's work
- Contribute to HR procedures, arrangements and support within the service and across the organisation

## **SUPPORT FOR THE SERVICE**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the service
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement progress of pupils
- To work across Walsall Children's Services and other agencies to support and further develop a co-ordinated multi-agency approach to raising attainment and achievement of Children and Young People with SEND
- To work closely and collaboratively with the School Improvement Team and the SEND Assessment team as required
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others

## **OTHER ACCOUNTABILITIES:**

- Contribute to the development and dissemination of new materials, resources and information.
- Attend and contribute to scheduled meetings.
- Attend and contribute to the development and maintenance of internal communication systems.
- Ensure that team data and information is collated and up to date for all pupils that are supported.
- Participate in subject and organisational working parties as required, to further the access and inclusion of pupils with special education needs.
- Liaise with other professionals and provide advice in order to meet the needs of children and young people with HI.

Other reasonably similar duties may be allocated from time to time, commensurate with the general character of the post.

## **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



<b>JOB TITLE:</b> Advisory Inclusion Team Manager		<b>GRADE:</b>
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Excellent communication skills: written and oral	A/I	3
Ability to work as a member of a multi-professional team	A/I	3
Ability to deal with challenging behaviour	A/I	2
Good time management and organisational skills	A/I	3
Ability to work collaboratively, flexibly and to meet time scales/deadlines	A/I	3
Ability to act on own initiative and as part of a team	A/I	3
An awareness of, and commitment to, equality of opportunity	A/I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Knowledge of recent legislation relating to SEN and Disability	A/I	3
A sound knowledge of the SEN Code of Practice	A/I	3
Knowledge of the full range of primary need within SEN	A/I	3
Experience as a teacher/ senior leader with leadership responsibility within the area of SEND/Inclusion	A/I	3
Experience of management and motivation of staff	A/I	3
Budget and Business Planning	A/I	3
Evidence of continuous professional development (where applicable)	A/I	3

<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Qualified Teacher Status		A	
Any other qualification/s relevant to post		A/I	2
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
<b>Prepared by:</b>		<b>Date:</b>	