

## Inclusion Adviser

- Salary:** Band 13, £59,017 to £66,085 per annum
- Contract:** Fixed Term / Secondment to 31st August 2026
- Hours:** Full time (37 hours per week); Part-Time would be considered
- Location:** Based in the **Civic Offices**, Portsmouth, with the option to work remotely up to three days a week according to business needs.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

### The Service

The Children, Families and Education Directorate is primarily focussed on delivering its statutory duties as well as a range of high-quality traded services. Portsmouth City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role will sit within the Inclusion Service, which is led by the Head of Inclusion, reporting to the Assistant Director for Education. The Inclusion Service comprises of the following teams and roles:

- The SEND Team
- The Virtual School
- Admissions, Exclusions and Reintegration
- Post 16 and Campaigns Manager
- Educational Psychology Service
- Partnership and School Inclusion Manager

This role will be managed by the Change Programme Manager/ Partnership and School Inclusion Manager.

### The Team

The priorities for the Inclusion Service are established within the SEND and AP Strategy. The current strategy is under development with draft strategic priorities established as:

1. Meeting Children's Needs through Universal Services and Ordinarily Available Provision
2. Timely and High-Quality Education and Support for Children with EHCPs
3. Developing the Workforce to meet Children's SEND Needs
4. Neurodiversity
5. Social and Emotional Wellbeing in Education

6. Preparing for Adulthood
7. Alternative Provision

Portsmouth is also a lead authority in the SEND&AP Change Programme working with partners in West Sussex, East Sussex and Brighton and Hove. The Inclusion Adviser will be a key role in supporting the continued successful delivery of this change programme.

### **What is the Role?**

We are looking at seconding a Consultant Leader or SEND practitioner from either maintained schools or academies to support and develop high quality inclusive practice across all phases of education.

Under the direction of the Partnership and School Inclusion Manager the successful candidate will provide challenge and support to schools to deliver on the principles of inclusion:

- Belief that vulnerable pupils can attain well and be successful in all aspects of school life
- Whole school approach: everyone understanding inclusion and their role within it
- A focus on high quality teaching, curriculum equity and inclusive pedagogy
- Pastoral provision that matches need, focusing on maximising access to learning
- The use of research evidence, professional judgement and values to inform decision making and spending. Early intervention prioritised
- Accurate identification of need; the right support at the right time.

The Inclusion Adviser role will be essential in supporting PCC in delivering to SEND and AP Strategic Priority 1.

### **Key Tasks and Responsibilities**

You will:

- Drive delivery of Portsmouth's vision for Ordinarily Available Provision (OAP) – providing support and challenge to settings where appropriate and leading on consistency across various services
- Quality assure a school's self-evaluation and its capacity to improve SEND provision
- Provide SEN expertise and input into service improvement projects, reviews of policies and procedures
- Assist the Partnership and School Inclusion Manager with improving outcomes for groups of children and young people and identifying and acting upon key themes and barriers for vulnerable learners
- Promote and influence positive behaviour and inclusion across Portsmouth schools
- Develop and maintain effective operational links including support, advice, commissioning and joint working with a range of providers, services and voluntary partners
- Provide training, support and challenge for schools, settings and other services
- Establish and maintain good relationships with a range of practitioners who work in schools and settings and give advice about raising the quality of learning, sensitively and knowledgeably according to need
- Keep informed of current research and how it affects current professional practice and disseminate as appropriate

- Ensure that any Portsmouth/DfE guidelines about curriculum, transition, planning and assessment are implemented
- Develop, plan and deliver training on a city-wide basis to improve the effectiveness of practitioners
- Design and lead on induction and training for key educational professionals and LA services focused on strengthening partnerships, a culture of high aspirations that helps children to make educational progress, and improve attendance
- Develop relationships with and support SENCOs to ensure they have an accurate overview of SEND teaching and learning, and appropriate plans are in place to bring about improvements in good levels of attainment and achievement
- Focus on pupil and student outcomes whilst securing good communications and professional relationships
- Develop, with others including other Council officers, appropriate plans and provision to support young people who are considered vulnerable to ensure that the outcomes are met
- Support the Partnership and School Inclusion Manager in chairing the SENCO Network
- Participate in key development projects or initiatives that contribute to the performance improvement for the council, region or nationally in this field, as agreed with your line manager
- Promote excellence, supporting the development of policy and practice aimed at narrowing gaps in attainment and achievement for SEND pupils and facilitating SENCOs to create challenge within their schools
- Ensure that schools have a good understanding of environmental factors that may impact on attainment and achievement for children and young people with SEND
- Support schools (and/or direct to points of support) in relation to data and information with regard to SEND pupils in order to support them in best practice
- Support schools to develop high quality, inclusive practice through supportive reviews and activities
- Ensure school compliance with statutory SEND procedures and requirements
- Produce resources which support high quality SEND practice
- Respond to school enquiries and provide dedicated support
- Provide targeted and intensive support for identified schools and/or MAT/Hub

### **Who is the person?**

You have...

- Qualified teacher status (Desirable) including post qualification experience
- Recent and successful SENCO and Inclusion leadership experience
- Level 6 qualification (e.g. bachelor's degree) together with post graduate (level 7) qualifications or equivalent relevant experience
- Level 7 (Master's equivalent) National Award for Special Educational Needs Co-ordinator (desirable)
- Expert knowledge and experience leading to success in raising standards and securing effective inclusive practice
- Practical experience of supporting practitioners to develop high-quality inclusive practice, with appropriate levels of challenge and support
- Experience of successful delivery of support, advice and guidance to school staff, including the delivery of professional development
- Up-to-date knowledge of relevant legislation and guidance in relation to working with

inclusion and SEND

- Knowledge and experience of developing partnerships and working with other agencies
- Successful experience of managing, motivating and challenging other skilled professionals
- Experience of meeting deadlines, setting targets and/or managing change.
- High level of interpersonal skills with the ability to develop positive relationships.
- Ability to both work as part of a team and on own initiative; have a pro-active and innovative approach.
- Ability to respond flexibly to changing demands and manage own workload.
- Ability to work well under pressure and to deadlines.
- Excellent oral and written communication and presentation skills.

**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.