



## **Inclusion Pathways and Provision Adviser**

**Salary:** Band 8, £36,363 to £39,151 per annum

**Hours:** 37 hours per week

**Contract:** 1 Year Fixed Term

**Directorate:** Children, Families and Education

**Department:** Education – Inclusion Services

**Location:** Civic Offices, Portsmouth

**Reports to:** Neil Stevenson, Service Manager – Admissions, Exclusions and Re-Integration

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### **Purpose of the Job**

To ensure Portsmouth City Council meets its statutory duties under Section 19 of the Education Act 1996 by overseeing the identification, monitoring, and support of children unable to attend school due to illness or other reasons.

The role focuses on early intervention, strategic oversight, and supporting schools to fulfil their responsibilities before the local authority's duty is invoked.

### **Key Responsibilities:**

#### **Policy & Reporting**

- Lead the implementation and regular review of Portsmouth's Section 19 policy.
- Produce reports and data analysis to inform service planning and ensure compliance with statutory duties.

#### **Monitoring & Case Oversight**

- Ensure all 15-day absences (consecutive or cumulative) are reported by schools.
- Monitor cases to ensure timely responses to families and schools.
- Support schools in assessing whether needs can be met internally or via their own alternative provision, ensuring prompt referrals when necessary.

#### **Strategic Casework & Challenge**

Act as a strategic caseworker for the authority, challenging and supporting schools.

- Draft formal communications to parents and schools.
- Advise on pathways, refer on, or commission education provision where the local authority's Section 19 duty is triggered.

## **Support & Prevention**

- Promote inclusive practice and early intervention to reduce the need for formal alternative provision.
- Develop links with partners, agencies and service cross education, health and social care to support partners and schools to work collaboratively and proactively to meet needs
- Ensure schools are aware of and accessing available support services to prevent escalation to Section 19.

## **Additional Information**

- This role involves regular contact with school leaders, parents, health professionals, and alternative provision providers.
- You will be the key point of contact for all internal and external enquiries relating to Section 19.
- You will work closely with Portsmouth's Local Inclusion Support Offer (LISO) to ensure schools are supported to meet need early and inclusively.

## **Who is the Person?**

You will have:

- In-depth knowledge of education legislation, particularly Section 19 of the Education Act 1996.
- Experience of working with schools, families, and multi-agency partners to support children with complex needs.
- Strong analytical and communication skills, with the ability to interpret guidance and develop policy.
- Confidence in making decisions that impact service delivery and statutory compliance.
- The ability to manage emotionally demanding situations with professionalism and empathy.
- An understanding of special education needs and barriers that that children and young people might face in accessing learning.
- A broad knowledge of legislation around Special Educational Needs and Equalities, particularly in relation to making reasonable adjustments to support children and young people with additional needs.
- A commitment to inclusive education and early intervention.



## **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.

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