

## JOB DESCRIPTION

<b>Post title</b>	Specialist Inclusion Officer	<b>Reporting to</b>	Director of SEND
<b>Location</b>	Shireland Collegiate Academy Trust Central Team	<b>Grade</b>	Band E SCP 18 – 25 (£31,537 - £36,363)
<b>Contract type</b>	Full time, permanent	<b>Hours of work</b>	37 hours per week Term time + 1 weeks

### Post Summary

To support the strategic and operational delivery of high-quality inclusive practice across the Trust by working centrally to coordinate, develop, and strengthen provision for pupils with SEND.

This role will operate across multiple settings, working alongside SENDCOs, school leaders, and central colleagues to ensure consistency, compliance, and effective practice. The postholder will play a key role in connecting systems, improving information flow, and supporting schools to deliver impactful provision.

As a newly created role, it will be developed and refined over time, requiring a highly adaptable, proactive individual who can shape systems, respond to emerging priorities, and contribute to ongoing service development.

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

### Duties and Responsibilities

- Work across all Trust settings (primary and secondary) to support high-quality inclusive practice for pupils with SEND.
- Collaborate closely with the Director of SEND, Central Team, and school-based SENDCOs to ensure cohesive and consistent approaches across the Trust.
- Provide direct support to schools in managing complex SEND cases, offering practical guidance, modelling strategies, and helping to develop effective provision.
- Be deployed into schools as required to work 1:1 with pupils, modelling best practice in scaffolding, communication, behaviour support, and adaptive teaching approaches.
- Deliver targeted interventions for pupils with SEND, ensuring they are purposeful, evidence-informed, and aligned with individual needs.
- Support school staff to implement effective strategies through coaching, modelling, and in-the-moment guidance in classrooms.

- Contribute to the development of staff confidence and expertise by offering advice, informal training, and structured support to teachers, teaching assistants, and SENDCos.
- Assist in identifying barriers to learning and inclusion, supporting schools to develop practical, sustainable solutions.
- Support the implementation of EHCP provision and recommended strategies, ensuring fidelity and impact in practice.
- Contribute to Trust-wide systems and approaches, sharing effective practice and helping to improve consistency across settings.
- Liaise with central colleagues (e.g. behaviour, safeguarding, attendance) to ensure a coordinated approach to supporting vulnerable pupils.
- Provide feedback to the central team and school leaders on strengths, areas for development, and emerging needs.
- Maintain accurate records of interventions, support provided, and pupil progress where required.
- Model professional conduct, high expectations, and a commitment to inclusive education at all times.
- Liaise with a wide range of external professionals to develop practice and implement advice.
- Contribute to the ongoing development of the role, responding flexibly to Trust priorities and the evolving needs of schools.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work.

As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

### **Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.