



Telford & Wrekin
C O U N C I L

RECRUITMENT PACK

Inclusion Specialist Advisor

Permanent

37 hours per week

PO5 plus market factor of £8,756

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ADVERT

Are you looking for an opportunity to support leaders in education to shape one of the most important areas of SEND reform and inclusive practice in Telford & Wrekin? We are seeking an experienced, credible and highly collaborative Inclusion Specialist to strengthen inclusive practice across early years, schools and post-16 through our wider local SEND reform programme.

Telford & Wrekin is committed to building a more inclusive and sustainable 0–25 SEND system, with stronger early intervention, improved mainstream capacity, and better joined-up support across education, health and care. Our Local SEND Reform Plan places a strong emphasis on ordinarily available inclusive practice, the Local Inclusion Support Offer, co-production and the development of Experts at Hand. The Inclusion Specialist will play a central role in supporting leaders to strategically translate that ambition into stronger whole-setting practice, quality assured provision which provides more effective support for children and young people.

This is a high-impact role for someone who can work across organisational boundaries, build confidence with leaders, SENCOs, practitioners and partners, and support settings to strengthen inclusive practice. The postholder will sit within the Achievement and Enrichment team whilst working across the Experts at Hand model and wider LA service delivery areas to evaluate settings self-evaluation, inclusion reviews, workforce development and improvement planning. They will help ensure that mainstream settings are better equipped to identify and meet need earlier, more consistently and more inclusively.

In return, you will receive support with your continued professional development, flexible working, hybrid working, corporate benefits, free parking and a competitive pension scheme. We are committed to equality and diversity and welcome applications from people from all backgrounds

If you are interested and would like to learn more about this opportunity, please contact Michelle Bishton – Quality Assurance Specialist, michelle.bishton@telford.gov.uk

To Apply

Applicants should review the supporting documentation and complete the application form via the WM Jobs Portal. The closing date for applications is 12th October 2026 at noon. Interviews will be held on the 21st October 2027.

Please note that this vacancy may close prior to the advertised closing date if a sufficient number of applications have been received. Please ensure that you make your application as soon as possible.

JOB DESCRIPTION

Inclusion Specialist

PO5 Job Description

Job Purpose

The Inclusion Specialist will support the delivery and implementation of Telford and Wrekin's Local SEND Reform Plan, driving improvements in inclusive practice across the 0–25 education system.

Working within the Achievement and Enrichment team, and across the Experts at Hand model and wider service delivery, the postholder will strengthen whole-setting inclusion, support leadership teams to improve practice, and help ensure children and young people receive timely support earlier and more effectively.

The role will provide professional advice, challenge and support to early years settings, schools and post-16 providers, helping them to embed universal and targeted inclusive practice, improving outcomes for children and young people with SEND.

The postholder will contribute to the delivery of the Local SEND Reform Plan, including the implementation of OAIP, LISO and Experts at Hand, quality assurance, evaluations, ensuring the system has stronger line of sight between inclusion, quality assurance, workforce development and wider service delivery.

Major Tasks

- Support the implementation, embedding and review of the local inclusion framework across early years, schools and post-16 settings, ensuring alignment with local priorities and the SEND Code of Practice.
- Support the delivery of Telford & Wrekin's SEND Reform Plan by translating local and national SEND policy developments into practical, sustainable improvements in inclusive practice across the 0–25 system.
- Undertake inclusion reviews, visits, evaluations and assurance activity to assess the effectiveness of provision, identify strengths and areas for development, and support continuous improvement.
- Provide professional advice, support and constructive challenge to leaders, SENCOs and practitioners to strengthen whole-setting inclusive practice and improve outcomes for children and young people with SEND.
- Analyse performance data, quality assurance evidence, attendance and exclusion information, stakeholder feedback and other intelligence to identify trends, risks, strengths and priorities for improvement.
- Contribute to the development and delivery of workforce development programmes, training, coaching, guidance, resources and professional

learning opportunities that enhance inclusion capability across the 0-25 sector.

- Contribute to system-wide developments including Best Start in Life, Preparation for Adulthood, post-16 transition and co-production initiatives.
- Build and maintain effective relationships with education settings, service delivery managers, partners and other stakeholders to ensure coordinated and impactful support for children and young people.
- Prepare and present reports, briefings, evaluations and performance information relating to inclusion activity, impact, risks, quality assurance findings and improvement priorities.
- Identify settings requiring targeted inclusion support through the analysis of data, quality assurance findings and other intelligence, and contribute to the planning and implementation of appropriate interventions
- Promote co-production and actively support the involvement of children, young people, families and stakeholders in the development, evaluation and continuous improvement of inclusive practice and services.
- Maintain an up-to-date knowledge of SEND legislation, statutory guidance, national policy developments and emerging best practice, ensuring advice and recommendations are evidence-informed and reflect current expectations.
- Safeguard and promote the welfare of children and young people by adhering to relevant legislation, statutory guidance, Council policies and procedures, and reporting safeguarding concerns through appropriate channels.
- Report to the Quality Assurance Specialist regarding effective and less effective practice across the borough.
- Work collaboratively with the Experts at Hand lead and other partners to ensure a coordinated approach to support, challenge, quality assurance and service improvement across the local SEND system.

Contacts & Relationships

Internal contacts

Service Delivery Managers, Education Quality Assurance Specialist, the Experts at Hand Lead, SEND and Inclusion leads, Education teams, data and performance colleagues, early years and Post 16 colleagues and other relevant officers of the Council.

External contacts

Headteachers, principals, SENCOs, early years leaders, governors, academy trusts, further education providers, parent carer representatives, children and young people, educational psychologists, specialist teachers, therapists, and other local area partnerships as appropriate.

Creativity

The postholder will be expected to exercise a high degree of professional judgement, creativity and solution-focused thinking to support the development of inclusive practice across a diverse range of settings.

The post holder will contribute to the review and evaluation of national-level reforms, including the assessment of proposals relating to the inclusion of schools within reform programmes. This will involve analysing the potential implications, risks, and opportunities associated with such reforms and providing evidence-based evaluations to support decision-making.

The post holder will be responsible for producing comprehensive reports that summarise findings, outline key risks and considerations, and present recommended courses of action for the School. These reports and recommendations will be subject to review by the Expert at Hand Lead and Quality Assurance Specialist, who will provide oversight and quality assurance before finalising the conclusions and associated recommendations.

The role requires the postholder to interpret complex information, adapting advice and support to meet the specific needs, context and capacity of individual settings.

The postholder will be expected to evaluate improvement strategies, contribute to workforce development opportunities, and facilitate effective collaboration between services, settings and partners to achieve shared objectives.

The postholder will regularly evaluate the effectiveness of existing approaches, challenge established practice where improvement is required and identify opportunities to strengthen inclusion through evidence-informed and co-produced solutions. There is a requirement to balance consistency of approach with flexibility, adapting support and recommendations to respond to local circumstances, emerging needs and changes in policy and practice.

Decisions

The postholder is required to exercise a high level of professional judgement and autonomy in identifying, analysing and resolving complex inclusion and SEND-related issues across a range of educational settings. Drawing upon SEND legislation, the SEND Code of Practice, local authority policies, quality assurance frameworks, inclusion strategies and professional expertise, the postholder will make informed decisions regarding the level and type of support, challenge, intervention and improvement activity required within settings.

The postholder will be expected to evaluate a range of evidence to the effectiveness of a setting's inclusion provision.

The postholder has authority to determine priorities for review activity, provide professional advice and challenge to leaders and practitioners, and recommend improvement actions and support strategies. The postholder will also make decisions regarding the escalation of concerns, the need for targeted inclusion support, and the appropriate engagement of specialist services and partners.

Decisions involving significant financial implications, changes to council policy, statutory determinations, resource allocation beyond agreed parameters, or matters carrying substantial organisational, legal or reputational risk will be referred to the Education Quality Assurance Specialist for consideration and approval.

Management & Supervision

The postholder will not have direct line management responsibility but will provide leadership through influence, collaboration and professional expertise. They will work with leaders, practitioners and partners to coordinate improvement activity, support the implementation of inclusion priorities and contribute to the achievement of strategic objectives.

The postholder will provide professional guidance, coaching, challenge and support to colleagues and stakeholders, and may contribute to induction, training and workforce development activities. They will work independently to manage priorities while supporting collaborative working, continuous improvement and effective practice across the local SEND and inclusion system.

Supervision Received

The postholder will work with a high degree of autonomy, managing their own workload and priorities within agreed objectives and service plans. They will report to the Education Quality Assurance Specialist and maintain close working relationships with the Experts at Hand Lead and other relevant officers to ensure a coordinated approach to inclusion, quality assurance and service improvement.

The postholder will receive strategic direction and professional support on complex, high-risk or policy-related matters while exercising professional judgement in the day-to-day delivery of their responsibilities.

Complexity

This is a complex role operating across organisational, professional and service boundaries within a rapidly evolving SEND and inclusion landscape. The postholder will be required to interpret and apply legislation, policy, quality assurance evidence and professional judgement to support a wide range of settings with differing levels of need, capacity and confidence.

The role requires the postholder to balance support and constructive challenge, manage competing priorities, and respond effectively to complex and sometimes sensitive situations involving multiple stakeholders. They will need to navigate

ambiguity, influence practice and maintain a clear focus on strengthening inclusive practice and improving outcomes for children and young people with SEND.

Resources

The postholder will contribute to the effective use of resources associated with inclusion support, ensuring activity is targeted, proportionate and focused on impact. They will maintain accurate records, handle sensitive information appropriately, and support performance monitoring, quality assurance and management reporting processes.

Impact

This role has a significant impact on the quality and consistency of inclusive practice across early years, schools and post-16 settings. Effective delivery of the role will support earlier identification of need, strengthen workforce confidence and capability, improve inclusive practice within mainstream provision, enhance the experiences of children, young people and families, and contribute to improved outcomes for children and young people with SEND.

Physical Demands

The level of physical demand is that expected of a typical office-based and community-facing role, including attending meetings, visits to settings and events across a range of locations. There will be requirements to carry equipment such as a laptop or papers.

Working Environment

This role will mainly be delivered through a hybrid working pattern, including office-based work, meetings in partner settings and occasional travel across the borough and wider region as required

Emotional Context

The postholder will work within a high-profile and sometimes emotionally demanding area of practice, engaging with children, young people, families, education settings and partner agencies. The role requires resilience, professionalism and the ability to manage sensitive situations constructively, balancing differing expectations, needs and service pressures while maintaining a solution-focused, child-centred approach.

The postholder will be expected to build positive relationships, manage challenging conversations effectively, and support collaborative problem-solving to improve outcomes for children and young people with SEND.

Other

The postholder will be expected to carry out any other duties within the scope, spirit and purpose of the role, commensurate with the grade. The postholder will

be expected to actively follow Telford & Wrekin Council policies, including Equal Opportunities, Human Resources, Information Security and Code of Conduct, and to maintain an awareness of Fire and Health & Safety Regulations.

Inclusion Advisor

Person Specification

Criteria	Standard
Qualifications	• Degree level qualification or equivalent professional knowledge and experience. • Post graduate qualification in SEND/inclusion-related training, leadership and/or coaching or equivalent level of expertise. • Qualified teacher status or equivalent relevant leadership/professional qualification. • Evidence of commitment to continued professional, managerial and personal development.
Experience	• Significant experience of working in education, inclusion, SEND, school improvement or a related field. • Experience of supporting leaders and practitioners to improve provision and outcomes for children and young people with SEND. • Experience of using review, self-evaluation, performance information or quality assurance evidence to inform improvement. • Experience of building positive working relationships across schools/settings, services and families. • Experience of planning or delivering training, coaching, professional development or improvement support.
Knowledge	• Strong knowledge of SEND legislation, statutory duties and the SEND Code of Practice. • Strong knowledge of inclusive practice, the graduated response and the factors that support effective mainstream inclusion across 0–25. • Knowledge of current national SEND reform direction, including the emphasis on earlier support, mainstream capacity and multidisciplinary working. • Knowledge of quality assurance, self-evaluation and improvement planning within education.
Skills	• Ability to communicate credibly and effectively with leaders, practitioners, children and young people, families and partners. • Ability to support and challenge settings constructively in relation to inclusive practice and provision. • Ability to analyse data, quality assurance evidence and feedback and convert this into priorities, actions and improvement plans. • Strong planning, organisational and report-writing skills. • Ability to work collaboratively across organisational boundaries and maintain focus on outcomes.

Personal style & behaviours	- As a council employee you will be supported and expected to demonstrate the Council's Core Behaviours as set out in the JD. - Develop good relationships with others by behaving with integrity, treating people with respect and leading by example - Promotes diversity and equality of opportunity. - Demonstrates resilience, sound judgement and a calm, solution-focused approach. - The nature of the post means that there will be a requirement to work flexibly with some evening work
Fluency Duty	This post requires the post holder to be a 'proficient' user. The post holder is required to: - Understand a wide range of demanding, complex language, both written and spoken, and recognize implicit meaning - Express ideas fluently and spontaneously both orally and in writing. - Use language flexibly and effectively for academic and professional purposes. - Produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices - Summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation to a range of audiences including Senior Managers, Cabinet members, Head teachers, governors and external partners. - Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations with a range of audiences.
Political Restrictions	The post is not politically restricted.

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	√
Working with Adults - Regulated Activity	

Working with Children - Regulated Activity
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√

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

PRINCIPAL TERMS AND CONDITIONS

Annual salary:	Grade PO 5
Contract Type:	Permanent
Terms and conditions:	NJC Green Book
Normal location:	Darby House, Telford but the jobholder may be required to work at any location within the Borough's boundaries or surrounding area . We work a hybrid working pattern.
Travel:	Mileage can be claimed at Casual Car User Rates
Pension:	Membership of the Local Government Pension Scheme is available.
Notice period:	Three months
Annual leave:	Basic full time annual entitlement is: 33 days (up to 5 years aggregated local government service) 38 days (5–10 years aggregated local government service) 41 days (10 years + aggregated local government service) Includes allowance for 9 Statutory/extra statutory days per year. A 'personal leave year' operates based on Local Government continuous service start date.
Performance Appraisal:	The performance of the Inclusion Specialist is subject to regular assessment and will undergo an annual performance review from the Quality Assurance Specialist.
Availability:	Availability is mainly during the working week. You may also be required to work additional hours as the exigencies of the job require.
Policies:	We expect employees to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct.