



Role Profile

Specialist Teacher for Inclusion
Prevention and Communities -Education

Role Profile: Specialist Teacher for Inclusion	Role Profile Number:
Directorate: Prevention and Communities	Reporting to: Principal or Deputy Principal Educational Psychologist
Grade: Teachers' UPS + SEN allowance	Date Prepared: June 2026

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Purpose:

To advise and represent the Local Authority, recommend provision and enable effective inclusion for Swindon pupils with needs impacting their access to effective mainstream education.

Key responsibilities and accountabilities:Professional

- To provide support and advice to schools and settings around good inclusive practice within the Experts at Hand model.
- To advise on resources required for pupils who have additional needs associated with inclusion.
- To provide advice to the LA, both written and verbal, in relation to pupils that need additional consideration for inclusion and are undergoing Statutory Assessment.
- To monitor the progress of Swindon pupils with additional needs as appropriate. This includes those with Education, Health and Care Plans and pupils identified as requiring targeted support. Contribute reports for Annual Reviews, Transition Reviews and/or attend Review meetings as appropriate.
- To participate in multi-agency conferences/forums to act as an advocate for children with additional needs in Swindon and/or participate in case discussions and attend mediation and tribunals where required.
- To contribute to the evaluation of own effectiveness in providing assessment, training, advice and service delivery.
- To take responsibility for planning and undertaking relevant professional development activities and keeping up-to-date with current research and developments in inclusion
- To maintain up-to-date and accurate records to ensure an effective overview of working practices in relation to inclusion, both for individual pupils and systemic work.
- To work in partnership with pupils, parents/carers, teachers and schools to provide sensitive feedback, support, coaching and training to help others become more effective in their teaching and/or support.
- To provide parents/carers with information, signposting and advice on the relevant support available within the local area.
- To carry out assessments of pupils that need additional considerations for inclusion. Provide written reports for parents/carers, schools and other relevant professionals, giving advice on the nature of the difficulty, the implications for curriculum access and recommendations for effective support strategies.

Decision making:

- To advise the Local Authority (LA) on strategies and policies relating to inclusion.

Creativity and innovation

- To contribute to relevant local authority priorities and DfE projects/initiatives.

Job Scope**Number and types of jobs managed:****Budget Holder:** N/A**Budget Value:** No**Asset Responsibility:** N/A

N/A

PERSON SPECIFICATION

Qualifications:	Essential or Desirable
• Recognised DfE teaching certificate in primary or secondary education. • Level 7 qualification relating to SEND. • Further qualification in areas relevant to the work of the Specialist Teacher (e.g. AMBDA qualification). • Experience of a specialist or advisory role. • Knowledge of the range of research and practice available to support inclusion within mainstream settings.	E E D D E
Knowledge and Experience:	
• Detailed knowledge of SEN policies and procedures. • Experience of designing and delivering high quality training programmes to a range of audiences. • Experience of coaching and mentoring teachers to develop their profession. • Experience of developing SEND systems within a setting or LA. • Experience of Teaching experience within a mainstream school, ie. classroom/subject teacher, minimum of 2 years.	E E D D E

Recent experience of working with pupils with a range of needs, including development and delivery of programmes and interventions.	E
Significant knowledge and experience of at least one of the following areas of special educational need: cognition & learning, social communication & interaction/ASD, social emotional & mental health, physical disability, SEND in the early years.	E
Experience of supporting pupils and their teachers with the use of assistive technological devices such as alternative methods of recording.	D
Aptitudes, Skills and Competencies:	
Ability to organise service demands, personal workload and achieve targets within agreed timescales.	E
Effective personal organisation and time management skills, including managing stress.	E
Ability to offer advice to management teams on issues relating to specialist teacher practice, schools and SEND.	E
Ability to work as part of a team	E
To consistently adapt and refocus priorities in line with new government and local directives which affect the inclusive support and provision for pupils	E
To be able to work creatively, within area of specialism and time & budget constraints	E
Excellent communication skills	E
Proficient ICT skills including use of Word, PowerPoint, Excel and webpage management	E
Special Conditions of Recruitment:	
N/A	

Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.

