



## Inclusion Specialist JOB DESCRIPTION Palm Bay Primary School

**Post: Inclusion Specialist: Speech, Language and Communication**

**Salary:** EKC 4

**Responsible To:** SENDCo / Inclusion Lead

**Summary of Post:** To lead on a specific aspect of Inclusion Practice, specifically addressing barriers and challenges to significantly improve pupils' access to learning.

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**Tier of role: specialist/Officer/Technician**

**Key descriptor: Initiator**

**Scope of role:** Provides specialist knowledge and skills to provide specific services and support, using judgement and problem-solving skills (within pre-set guidelines and defined procedures).

**Autonomy:** Prescribed work but with discretion on how the outcome is achieved. Plans own work (short-term) and contribute to longer-term planning.

**Knowledge of role:** Role-specific knowledge required.

**Skills – Technical & Practical:** Specific and specialist knowledge, skills and experience relevant to the role

**Qualifications/Experience:** Level 3+ in a specific relevant field

**Supervision of others:** Supervision of others, but no line management

**Management by others:** Identifies and refers more complex issues to a more senior colleague. Guidance or instruction is required for new tasks.

### **Key Responsibilities:**

1. To lead on the development of personalized and group programmes that address specific barriers and challenges to pupils.
2. Devise, plan, and implement action plans in conjunction with other professionals and contribute to the monitoring and evaluation of the effectiveness of support strategies.

3. To liaise with other individuals and outside agencies to access other support and opportunities for pupils to develop their potential.
4. To ensure accurate and informative record keeping, contributing to formal meetings and feedback to families and other professionals.
5. Remain current with changes in legislation, best practices and research in your specific aspect of inclusion and share with senior leads and other colleagues.

### **Specific Duties:**

1. To work in partnership with the SENDCo to identify pupils with Speech, Language and Communication Needs
2. To liaise with outside agencies and specialists (e.g. Speech and Language Therapists) to ensure appropriate, high quality support for pupils with acute SLC needs
3. To plan, deliver and evaluate Speech and Language interventions across the school, as directed by the SENDCo
4. To proactively maintain up to date knowledge about best practice in SLCN
5. To work closely with EYFS and KS1 to ensure quality-first teaching for all pupils in SLC
6. To create resources to develop pupils Speech, Language and Communication
7. To provide cover teaching where required

### **General Duties and Responsibilities:**

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

*Please note:*



*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.*

*It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.*

Line manager's

signature:

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Date:

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Postholder's signature:

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Date:

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PERSON SPECIFICATION		Application	Interview	Shortlisting Weighting
Tier of Role: <b>Specialist/Officer/Technician</b>				
<b>Qualifications and Training</b>				
1.	English and Maths Level 2/GCSE grade A-C or grade 4	✓		6
2.	Level 3 or above in a specific relevant field	✓		6
3.	Evidence of Continuing Professional Development in education	✓		6
<b>Experience</b>				
1.	Successful experience of working within a school in an inclusion role	✓	✓	6
2.	Successful experience of working with children and families in an inclusion role	✓	✓	6
3.	Experience of working with other inclusion professionals	✓	✓	4
4.	Specialist experience of Inclusion Practices and policies in specific role	✓	✓	4
<b>Skills and knowledge</b>				
1.	Competent Maths and Literacy skills.	✓	✓	6
2.	Competent IT skills; use of word and email.	✓	✓	6
3.	Excellent communication skills, written and verbal.	✓	✓	6
4.	Ability to work independently and to manage own workload and adapt routines and schedules as required.		✓	6
5.	Have the ability to motivate, inspire and build trust with children (and their families) so children achieve their best.	✓	✓	6
6.	Strong interpersonal skills, listening and observation skills with the ability to deal with difficult/sensitive situations.		✓	6
<b>Personal Qualities</b>				

1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and Trust and supporting the learning community.		✓	6
3.	Commitment to own learning and development and desire to share skills and practice with others.		✓	4
4.	Commitment to maintaining confidentiality at all times.		✓	6
5.	Relentless commitment to inclusion, safeguarding and equality.		✓	6