

Job description

<b>Group &amp; Family:</b>		<b>Content Services</b>
<b>Level/Grade:</b>		<b>Grade K/L (SCP51-61)</b>
<b>Level Title:</b>		<b>SEND and Inclusion Consultant</b>
<b>Management scope</b>		N/A
<b>Reports to:</b>		<b>Content Manager (CM)</b>
<b>Shape of Role:</b>		<p>The role of the SEND Consultant is to manage, maintain, design, develop, and extend the portfolio of LGfL SEND and Inclusion Resources and related training and promotional activity. Acting on the requirements and guidance of the Content Manager and LGfL advisory boards.</p> <p>Responsible for leading on the Inclusion strategy in this specialist area and broker partnerships that support the strategy.</p> <p>Marketing and expanding the utilisation of the SEND and Inclusion Resources portfolio within the London Region and beyond. Liaising with external media bodies to promote the SEND and Inclusion Resource material.</p> <p>Maintaining accurate records of SEND and Inclusion Resource utilisation and reporting to relevant advisory boards.</p> <p>To act as a key point of contact for SEND and Inclusion Resource development within the LGfL community, giving training, advice and guidance wherever required, both internally and externally.</p> <p>Keeping up to date with legislation and developments to ensure the SEND and Inclusion Resources are relevant, cost effective, delivered on time, and support latest education developments.</p> <p>Project managing the roll out of new SEND and Inclusion Resource material engaging with stakeholders and suppliers to ensure smooth implementation and transition of service.</p> <p>The role will require a broad range of skills including developed project management skills to enable successful working across multiple projects at one time.</p>
<b>Job Accountabilities:</b>		<ul style="list-style-type: none"> <li>• Respond to information enquiries regarding SEND and Inclusion Resources, giving appropriate access to information;</li> <li>• Ensure SEND and Inclusion Resources are compliant with relevant legislation and regulations;</li> </ul>

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		<ul style="list-style-type: none"> <li>• Give advice on legal and regulatory issues, in relation to SEND and Inclusion Resource material.</li> <li>• Stay up to date with curriculum developments and statutory requirements in education and report to the LGfL community of changes and impact.</li> <li>• Represent LGfL at internal and external meetings producing relevant documentation for meetings.</li> <li>• Produce reports on the progress and activity in the LGfL SEND and Inclusion Resource area.</li> <li>• Inform and support the LGfL community of the developments in the SEND and Inclusion Resource area giving assistance and guidance where required to drive best-practice in teaching &amp; SEND.</li> <li>• Liaise with the appropriate channels and advisory boards when developing SEND and Inclusion Resource material.</li> <li>• Work with the On-line Safety and Safeguarding Manager to maintain an efficient, effective, and up-to-date online presence to effectively promote LGfL and Inclusion SEND Resources.</li> <li>• Produce regular news updates of current developments on LGfL SEND and Inclusion Resource provision.</li> <li>• Liaise with press and other external bodies to promote LGfL SEND and Inclusion Resources.</li> <li>• Prepare and give presentations of relevant LGfL SEND and Inclusion Resources to audiences covering education and other sectors with varying areas of interest or pupil age group.</li> <li>• Develop and deliver the LGfL SEND and Inclusion training programme.</li> <li>• Maintain and develop the lgfl.net platform ensuring the portal is up to date and effective in maximising uptake of LGfL services.</li> <li>• Write compelling marketing materials.</li> <li>• Support the Content Manager, as required, to maintain and develop activities between SEND Grids and Key Strategic Partners.</li> <li>• Work with the LRC's to maintain an efficient, effective, and up-to-date online presence to effectively promote LGfL SEND and Inclusion Resources.</li> </ul>
<p><b>Knowledge, Skills &amp; Experience:</b></p>		<ul style="list-style-type: none"> <li>• Minimum qualification Degree Level or equivalent.</li> <li>• Qualified Teacher status with at least three years proven experience in a SEND teaching environment.</li> <li>• Fluent in English with excellent linguistic standards, with the ability to proof-read and write compelling text in varied publications.</li> <li>• School and or agency advisory experience within a local authority setting or the private sector.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Experience of research and development at a local or regional level.</li> <li>• Experience of working in and influencing multi-agency partnerships is desirable.</li> <li>• Has gained experience of achieving results through effective leadership.</li> <li>• Passion for teaching &amp; learning and proven interest and successful classroom use of educational-technology.</li> <li>• Excellent IT skills and database management.</li> <li>• Excellent communication, presentation, and interpersonal skills.</li> <li>• Excellent Organisational and Planning skills;</li> <li>• Strong negotiating and influencing skills in a multi-agency setting.</li> <li>• The ability to work with Senior management and project boards to influence and negotiate change.</li> <li>• The ability to analyse, write and present clear and concise reports utilising IT processes and systems.</li> <li>• The ability to implement new programmes and develop new projects.</li> <li>• The ability to analyse and use subject specific data to implement change.</li> <li>• The ability to work well in a multi-disciplinary team and providing peer support.</li> <li>• The ability to manage customer expectations and ensure effective communications with colleagues and customers.</li> <li>• The ability to prioritise and manage time effectively under the pressure of both time and financial constraints and expectations.</li> <li>• Able to lead meetings with educational providers, and end users.</li> </ul>
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