

# Job Profile

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## Advisory Teacher (SEN)

Grade: MPS/UPS (+ SEN allowance)

Date created: April 2026

### About the role

- The role of Advisory Teacher is to offer advice, training and support in schools and educational settings so that staff develop inclusive practice and can support children and young people (CYP) with special educational needs to meet their potential and achieve good outcomes. (SEN including Communication & Interaction, Cognition & Learning and Social, Emotional and Mental Health needs).
- You will work directly with the workforce supporting CYP ensuring that they can access and take part in teaching and learning activities with their peers as independently as possible and work towards achieving their aspirations.

### What we need you to do

- Work collaboratively with parents/carers, schools and relevant agencies to support and improve achievement, personal development and independence for children and young people with SEN.
- Promote a person-centred approach where the children's and parent's/carer's viewpoints are heard, responded to and respected.
- Support school staff in their implementation of the SEND Code Practice. This will include the provision of advice on inclusive policy, practice and procedures/teaching strategies/resources.
- Support the process of identification and recommendations for children and young people with SEND including contributing to Statutory Assessment.
- Contribute to planning and reviews, including attending annual reviews and supporting the transition process.
- Work directly with CYP both in the classroom and 1:1 and with the adults who teach and support them, to ensure that appropriate evidence-based strategies and interventions are in place.
- Plan and deliver INSET and training to support professionals in their implementation of the SEND Code of Practice and education of CYP.
- Work in a multi-disciplinary way to include all stakeholders and relevant professionals to contribute to the development of individual plans that maintain placements, prevent exclusions and ensure the needs of CYP are met.
- Participate in further professional development and support self-evaluation.
- Undertake any additional duties consistent with the role of an Advisory Teacher for pupils with SEND as determined by Lead Advisory Teachers and the Head of Service, including attendance at tribunals and mediation meetings as required.

## Special Conditions

- An enhanced DBS check is required.
- This is an essential car use post: you must provide a car for use in connection with duties of this post and must be insured for business use.

## Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

### Essential requirements:

- Qualified Teacher Status
- Experience of mainstream teaching
- Knowledge and experience of supporting CYP with high-level SEN including expertise in evidence-based strategies.
- Knowledge of exclusions process and preventative measures in schools.
- Awareness of statutory & non-statutory duties / responsibilities of the Local Authority.
- Knowledge of current SEN legislation and practice and the Gloucestershire graduated pathway.
- Able to establish good working relationships with child, parent/carer, teachers, school staff and other professionals.
- Able to analyse problems and suggest solutions and to work as part of a team.
- Highly organised and an effective communicator.
- Able to produce clear and concise written reports, summaries, etc including competence in the use of Microsoft Office.
- Able to plan, develop and deliver training.

### Desirable requirements:

- Additional SEN qualifications.
- Experience of SENCO role, NASENCO/NPQSENCO.
- Experience of working in more than one age phase.
- Demonstrate the Gloucestershire County Council values and actively promote them in others.
- A clear commitment and responsibility to safeguarding and promoting the welfare of CYP with additional needs.
- A fundamental commitment to equity and inclusion and an ability to contribute to their active promotion.
- High aspirations for all children and young people.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

There are also a number of generic requirements that are applicable to all employees within the Council. There can be found at the following link:

<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>