

Specialist Teachers for Inclusive Practice

Lead Specialist Teacher Job profile (May 2025)

Job Title	Lead Specialist Teacher Full time Teachers Terms and Conditions (Term time working)
Reports to	Service Manager for Specialist Teaching
Purpose of the role	<p>To work as part of the Countywide Specialist Teachers to support the delivery of the Additional Needs and Disabilities strategy, Lifelong Learning Strategy with a focus on our Inclusion ambitions and priorities.</p> <p>To lead and manage an area based STIP Team:</p> <ul style="list-style-type: none">• Delivering an advisory service for children, young people and schools which supports the identification of need.• providing a range of specialist strategies to support children to attend and achieve in their local school, accessing the right support at the right time.• monitoring robust reporting and tracking of the impact of the specialist Teacher's support at an individual child and young person level.• promoting early identification, intervention and support that is impactful and promotes inclusion• participating in countywide initiatives which support the development of inclusive practice across the whole school community in Surrey• maximising the efficient and effective use of resources in relation to team budget management and in respect of countywide trading opportunities, aligning the service offer to different funding streams• ensuring a high teaching standard and consistency of practice, relating specifically to professional Teaching Standards.

Base	One of the following offices in Surrey: Reigate (SE), Weybridge (NE), Woking (NW, SW)
Salary	Upper Pay Scale + TLR 1 (bottom of the range) + 1 SEN Point (level dependent on relevant additional qualifications and experience)

Principle accountabilities

The following describes many but not all of the tasks / responsibilities that fall within this role.

Service Delivery

- Planning and delivery of an effective and timely core and traded service to appropriately support children, young people, parents/carers, school staff and other professionals to increase access to learning so that children and young people can make progress and achieve.
- Delivers high quality, bespoke support to develop the knowledge and understanding of staff supporting the inclusion of children / young people with additional needs.

Service Development

- Working with the Service Manager for Specialist Teaching, develop, deliver and monitor effectiveness of the service offer to children / young people and schools.
- Adopt a positive, solution-focused approach to issues which is supportive of the wider aims and objectives of the Service and the County Council.
- Effective budgetary management through agreed monitoring and control mechanisms for the team, including Income generation through models of trading.
- Efficient and effective communication, dissemination and sharing of information; and efficient and effective use of up-to-date IT systems and processes, keeping accurate records in accordance with Local Authority requirements.
- Preparation and collation of data and reports for senior managers as planned and required.

Partnership working

- Working together with the Service Manager for Specialist Teaching, other Lead Teachers, Deputy Lead Teachers and colleagues across the directorate to ensure the development and delivery of an effective integrated

service to children / young people and schools, to promote and deliver educational achievement.

- Representing the Local Authority and Specialist Teachers locally, regionally and nationally at agreed forums to develop and promote best inclusive practice.
- Understands and advises on legislation pertinent to Special Needs and Disabilities, including SEN Code of Practice and Equality Act 2010. Advising schools when pupils are at risk of permanent exclusion referring to national and local guidance.
- Working with the Service Manager for Specialist Teaching, partners and stakeholders to resolve customer service problems and identify ways to improve customer service and efficiency.

Team Continuous Development

- Effective performance management for both team and individuals in line with Surrey County Council's performance management policy for teachers, including action to meet targets and improve service delivery.
- Promote and foster a learning environment within the specialist teachers which ensures the appropriate identification, recording and meeting of professional development and training needs.
- Implements all service policies, working practice guidelines and quality standards across the specialist teachers.

Relationships

- Deputise for the Service Manager for Specialist Teaching.
- Develop effective relationships with schools and partners.
- Familiarise, uphold and promote the aims of the council's Equality and Diversity policies in the course of day-to-day work.

Context

This role will fall under the terms and conditions of employment for teachers. There will be an allocated base for the person taking up the role (the post-holder) but the majority of the time will be spent in delivering a service to children and young people and their settings across a geographical quadrant in Surrey, as well as participating in countywide development sessions, which could be any venue in Surrey.

In order to deliver an effective service on behalf of the Local Authority to these pupils, the post-holder will require skills that show an enhanced level of verbal and

written communication, strong case management and a high degree of specialist knowledge.

The post-holder will manage a complex array of issues and needs and will be expected to operate in a collegiate, relational and respectful manner at all levels.

The post-holder will be required to work in accordance with policies, practice guidelines and quality standards relating to pupils with additional needs and ensure that relevant best practice and information is disseminated as required.

The post-holder will be expected to subscribe to and promote the values associated within the Early Intervention and Prevention Team (a team within the Children, Families and Life-long Learning Directorate).

Person Specification

Qualifications:
Graduate - Higher Education: degree or diploma and Qualified Teacher Status.
Additional SEND experience and / or qualifications in teaching children and young people with additional needs.
Knowledge required:
Detailed, contemporary knowledge and understanding of the additional factors (social, emotional, cognitive, language and behavioural) that impact on a young person accessing the curriculum.
Knowledge of performance management processes.
Detailed, contemporary knowledge and understanding of the statutory framework for education, particularly in relation to SEND, the Equalities Act 2010, and the Inclusion Agenda.
Proven track record on delivering and driving School Improvement.
A working knowledge of Keeping Children Safe in Education and willingness to be the Designated Safeguarding Lead for the team
Skills and Abilities: The ability to:
Lead, manage and direct a variety of staff with different skills and expertise to offer positive and flexible leadership and to inspire and motivate a team to deliver excellent results.
Effectively monitor budgets and staff resources in line with policies and procedures, including trading of services and income generation.

Work in partnership with a range of professionals in the production and carrying out of assessments, target-setting and intervention programmes.
Use and evaluate a variety of observation and assessment tools.
Make and implement difficult and challenging decisions in a consensual manner.
Fully uphold and promote relational working practices as core to all work undertaken.
Communicate effectively in writing and in person with children / young people, families and a range of professional colleagues appropriate to the situation.
Use all MS Office applications and electronic databases competently.
Be flexible and adaptable
Prioritise and plan to make effective and efficient use of time and resources in achieving performance objectives
Plan and deliver packages of training.
Travel across Surrey local authority to meet the requirements of the service.
Relevant Experience:
Substantial experience of direct teaching children/young people with additional needs.
Line management and coordination of a team of teachers and assistants with a variety of skills and expertise.
Substantial teaching experience.
Evidence of continuing professional development (CPD) and skill enhancement.
Evidence of working collaboratively to achieve service improvements and develop innovative working practices.
Personal characteristics:
Has a positive outlook that celebrates success, builds on a framework of good practice, seeks constructive solutions to problems and a willingness to accept accountability for the management of risk.
Enjoys working as a member of a strong team with the aim of improving outcomes and education access for children and young people with additional needs and disabilities.
Personal and professional integrity.

Understanding of and commitment to The Surrey Way: our purpose, culture, behaviours and values.

Other requirements:

A car with insurance for business use and a valid driver's licence for use in the UK.

An enhanced DBS check.

Key

	Application - essential
	Application - advised
	Interview
	Recruitment