

Role Profile Addendum

The following supplementary information is to support the details in the Role Profile. Please provide details specific to this position. While this information will not be used for job evaluation purposes, it will support processes such as recruitment and selection, salary supplements, performance management, and other relevant business processes.

Job Title:	Inclusion Lead
Role Profile Reference Number:	QCM001
Role Profile Title	Education Improvement Adviser (Inclusion Lead)
Directorate	Children's Services
Service area	Education and Skills

Specific responsibilities associated with this position

Key Responsibilities:

- Acting as the single point of contact for a designated cluster of schools, developing strong relationships, and maintaining a clear understanding of individual school priorities and needs.
- Line managing and working in close partnership with the Cluster Coordinator to ensure support is planned, coordinated, and delivered effectively.
- Leading and delivering whole-school elements of the support menu, providing strategic guidance and capacity-building that promotes inclusive practice across schools.
- Identifying emerging needs, coordinating appropriate interventions, and ensuring that support is provided at the right time, in the right place, and by the right professionals.
- Facilitating communication between schools and specialist services, ensuring a seamless and responsive approach to support.
- Monitoring the impact of provision across the cluster and contributing to the continuous development of the Experts at Hand offer.

Specific person specification associated with this position

- Recent leadership experience in inclusion.
- Line management of Cluster Co-ordinators.

Other requirements for this position

Use this section to identify other requirements for this position.

- **Health Surveillance:**

Will the postholder be exposed to hazards that will require health surveillance? No

- **Politically Restricted Posts:**

Is this post politically restricted? No

- **Lone Working:**

Will the postholder be required to work alone? Yes

- **Supplementary Payments (e.g. Recruitment & Retention payment):**

Is there any approved salary supplement in place for this role? No

- **DBS Check:**

Will the postholder require a DBS check? Yes

If Yes – DBS Level: Enhanced with Barred List(s)

- **Career Grade/Career Pathway**

Is there an established career grade or career pathway in place for this post? No

Values and Behaviours

[Our values and behaviours \(sharepoint.com\)](#) are at the heart of how we work with each other and with our communities. You will need to be able to show through the way you work that you share these values and demonstrate these behaviours.

For P&R use only:

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Date saved: