

Job Description

Job Title	Advisory Teacher for Pupils with Medical and Physical Needs
Grade	UPS 1 - 3 with 1 SEN Point
Reporting To	Julie Hudson, Home Education Service
JD Ref	-

Purpose

To promote inclusion and advance equality of opportunity for pupils with medical and physical needs in Wirral by advising schools, supporting staff, and coordinating an effective multi-agency approach.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Service Specific Duties and responsibilities

- Promote the inclusion of pupils with medical and physical needs.
- Support schools to apply a robust graduated approach to pupils with medical and physical needs
- Advise schools on appropriate strategies/effective provision, including the development of ISPs and Individual Healthcare Plans.
- Involve parents/carers in planning appropriate provision.
- Signpost schools and settings to appropriate training and organisations
- Monitor quality and effectiveness of provision and contribute to service development.
- Track pupil progress and contribute to reviews, including Annual Reviews.
- Advise the Local Authority on required provision, including commissioning of ICT assessments.
- Liaise with Health and Social Care professionals to ensure coordinated provision.
- Develop links with voluntary agencies to support pupils and families.
- Advise Facilities Management Teams on building adaptations required on a needs-led basis
- Signpost Facilities Management to relevant professionals
- Oversee the provision of Specialist Equipment via the Medequip Loan store SLT
- Day to day management of the budget for Specialist Equipment
- Undertake additional duties as required by the Director of Education.

Communication, Engagement and Training:

- Deliver training and guidance to schools and support staff on meeting medical and physical needs.

- Work collaboratively with families and external agencies to support pupil outcomes

Data Analysis and Decision-Making:

- Monitor and evaluate pupil progress and provision effectiveness.
- Contribute to review processes and service development planning

Performance Management:

- Contribute to monitoring and improving service quality and outcome for pupils

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Qualified Teacher Status

Desirable

- SENDCO Qualification

Knowledge & Skills

- Knowledge of medical and physical needs in children.
- Ability to advise schools and deliver training.
- Strong multi-agency working skills.
- Ability to monitor and evaluate provision effectively.

Experience

- Experience working with children with medical and or physical needs.
- Experience of working with schools and external agencies
- Ability to travel across the borough.



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Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements

Health & Safety Considerations:

- Working with children

Approved By: Adrian Leach

Date Of Approval: 16/06/2026



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