

SEND Inclusion Consultant Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Inclusion Consultant role within Sefton Council's Children's Services Inclusion Team.

This is an exciting and rewarding opportunity for someone who is passionate about supporting schools to develop inclusive cultures, remove barriers to learning and ensure a high-quality education is accessible to all young people so they can thrive, reach their potential and experience a sense of belonging.

You'll be a person who can build strong relationships with a wide range of professional partners, parents, carers and children. You will be a solution focused thinker who can support schools in meeting their statutory duties in relation to inclusion and SEND. You will have strong organisational skills and be able to manage your own work priorities whilst supporting the delivery of strategic LA wide outcomes.

We would welcome candidates who are keen to develop, lead and train on a specific area of SEND provision. As part of our diverse and experienced team, we would particularly value the perspectives and expertise of colleagues with experience in secondary and/or special school settings, whilst warmly encouraging applications from all candidates who meet the person specification.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of Luck!

Emma Hart – Service Manager for Inclusion



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

More recently, we are exceptionally proud to have been nominated and subsequently shortlisted by the Local Government Chronicle for the Most Improved Council 2026. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement and our desire to make a difference across the communities within the Borough of Sefton.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.



As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.

For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.



- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.
- You will benefit from a comprehensive local government employment package which includes the following:
- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.



Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).
-

About the Role

The key responsibilities include:

- The ability to prioritise tasks effectively and efficiently
- The ability to build and maintain positive relationships with a wide range of stakeholders



- To provide research-based advice and guidance in relation to the strategic and operational support of inclusion and SEND across all phases of compulsory school-based education.
- The ability to develop and deliver training to a broad range of audiences
- Handling sensitive information with the highest level of confidentiality and discretion
- To participate in multi-professional meetings and action planning.

This role suits someone who is passionate about delivering excellent learning experiences, committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Friday, 18th September 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates will be the week beginning the **28th September 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Post: SEND Inclusion Consultant

Directorate: Children's Services

Location: Magdalen House, Bootle, L20 3NJ

Division: SEND and Inclusion Service

Post: SEND Inclusion Consultant

Grade: Soulbury Point 8-11

Reporting to: Inclusion Co-Ordinator: Jenny McNeilis

Job Purpose:

- Raise standards of achievement and improve the quality of teaching for pupils with SEND, through systematic monitoring and intervention, support and challenge to schools and settings.
- Support schools in their delivery of an effective and efficient graduated approach.
- To enable the Local Authority and its schools to evaluate educational outcomes for pupils with SEND and determine effective and efficient provision.
- To support multi-agency approaches in working with children with SEND.
- To help schools work in partnership with parents and pupils.
- To secure continuous improvement in service delivery through monitoring and evaluation.

Main Duties

- To be knowledgeable about National Legislation and Strategy and communicate to schools how this may impact on local practice.
- To support SENCOs in the fulfilment of their role as described in the Code of Practice.



- To work collaboratively with schools to assess need, identify SEND priorities, and support the implementation of evidence-informed actions that strengthen inclusive practice and improve outcomes for pupils with SEND.
- To assist in whole school improvement for pupils with SEND, through the analysis of data and monitoring of provision
- To support schools and teachers in the development and delivery of inclusive high quality teaching approaches that benefit all pupils.
- To advise the SENCO and SLT on effective targeted interventions and programmes for SEND pupils.
- To support class teachers in their understanding of why a pupil is not making progress and the approaches that may accelerate learning.
- To advise staff on curriculum delivery, differentiation, personalised learning and adjustments required to access learning.
- To support in the use of pupil attainment data to inform curriculum planning, teaching and learning
- To monitor the progress of identified pupils, especially at important transition times between classes and schools.
- To build school capacity in the assessment and moderation of pupils with SEND by providing training, coaching, modelling and consultation to support robust assessment practices and improved pupil outcomes.
- To advise on how best to work in partnership with parents and carers.
- To provide training and professional development opportunities to practitioners in areas identified for development.
- To provide written records of involvement with schools as appropriate.
- To provide clear and concise information in a timely fashion to enable the Local Authority to deploy its resources effectively in line with statutory and locally agreed processes.
- To advise on the effective deployment of school-based support staff to ensure best outcomes for the pupil.



- To support school staff with the use of appropriate assessment tools to enable the effective tracking and monitoring, and identification of deficits in a pupil's profile.
- To support the local authority in the monitoring and review process of pupils identified as having a high level of need.
- To contribute to team meetings to ensure that a high-quality service is provided to Sefton's children and school/settings.
- To contribute to the development and maintenance of internal communication systems.
- To contribute to the collection of data and information that supports self-evaluation and value-added input for service, school and pupil purposes.
- To contribute to a planned performance development and review scheme.
- To undertake personal continuing professional development to ensure that they are able to provide a quality service to children and school/settings.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: *Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.*

Since confidential information is involved with the duties of this post, the postholder will be required to always exercise discretion and to observe relevant codes of practice and legislation in relation to data protection and personal information.



Due to the nature of the work involved, this post is eligible for a casual car user allowance.

Prepared by: Emma Hart, Service Manager for Inclusion, July 2026.



PERSON SPECIFICATION

Post: SEND Inclusion Consultant

Department: Children's Services

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<u>Qualifications and Training</u> • Qualified teacher status • Additional Qualification in SEND • Evidence of further continuous professional development appropriate to the post	E D E	
<u>Experience and Knowledge</u> • Recent significant experience or working with children and their families in schools and settings. • Experience of working with children with a wide range of individual needs. • Experience of and ability to work effectively with adults to develop their practice. • Relevant training related to inclusion and working with children with special needs and their families • Evidence of multi-agency collaboration • Evidence of successful delivery of training to a variety of audiences and/or evidence of supporting professional development of practitioners in SEND • Clear understanding of effective quality first practices and how adjustments to the learning environment can ensure access for a range of learners	E E E D E D E	



Knowledge of proven interventions and how to monitor and measure impact	E	
Clear understanding of how to identify and measure positive progress and effective practice	E	
Experience of collaborating with others to find solutions and improve outcomes for children and their families	E	
Track record of ensuring positive outcomes for a range of learners	E	
Evidence of successfully leading an initiative within an educational setting that led to positive outcomes for pupils	D	
Knowledge of relevant legislation and guidance around SEND and its impact on school settings	E	
Extensive experience of managing SEND provision within a school or setting	D	
<u>Skills and Personal Attributes</u>		
Ability to work both collaboratively and independently	E	
Excellent communicator with good interpersonal skills	E	
Ability to work flexibly	E	
Ability to work to tight deadlines	E	
Successful motivator of other colleagues	E	
Able to demonstrate good analytical skills	E	
Competent and committed to using appropriate IT personally, and in the team to maximise effectiveness	E	
Conscientious, determined and highly motivated to improve outcomes for children, families and young people	E	
Professional integrity, open and honest	E	



• Ability to accept accountability for own work	E	
• Able to act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment	E	
<u>Other</u> • Able to fulfil the travelling requirements of the post • Enhanced disclosure	 E E	

Assessment Methods Key:

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

Prepared by: Jenny McNeillis

Date: 21st July 2026

