

Person Specification Inclusion Co-ordinator

	Ess	Des	MOA
QUALIFICATIONS			
Grade C or above in both English and Maths, or equivalent	✓		A/I/C
A good Honours Degree		✓	A/I/C
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓		A/I
KNOWLEDGE & EXPERIENCE			
Working in a school environment	✓		A/I
Effective leadership of teams, including support staff with measurable impact	✓		A/I
Successful track record in areas relating to application and job description	✓		A/I
Development of successful partnerships with external organisations	✓		A/I
Successful management of quality/performance improvement	✓		A/I
Experience in developing and effective implementation of substantial initiatives	✓		A/I
Awareness of Inclusion strategies available for improving the learning and achievement of SEND/EAL students	✓		A/I
A good understanding of curriculum developments in Inclusion	✓		A/I
SKILLS			
Excellent communication and listening skills	✓		A/I
Ability to respect and maintain confidentiality	✓		A/I
Basic first aid		✓	A/I
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓		A/I
Good time management and organisation skills	✓		A/I
Articulate and communicate a shared vision	✓		A/I
The ability to develop short, medium and long term strategies that progressively impact on the intended outcome	✓		A/I
Understand clearly data tracking for students, development planning and implementation	✓		A/I
The ability to create innovative solutions and see tasks and plans through to completion	✓		A/I
Effective communication skills and the ability to negotiate at all levels	✓		A/I
The capacity to build positive working relationships	✓		A/I
The ability to lead and enthuse colleagues whilst also commanding respect	✓		A/I
The ability to work on own initiative and effectively within a team	✓		A/I
Thorough understanding of education policies and practice relating to Inclusion	✓		A/I
OTHER			
The post holder will require an Enhanced DBS	✓		C