



Person Specification – Inclusion Manager

Attributes	Essential	Desirable	Assessment
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • National Award for SEN Co-ordination (or working towards) 	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development linked to curriculum development 	<ul style="list-style-type: none"> • Application form • Letter of application • References
Experience	<ul style="list-style-type: none"> • Experience of developing the curriculum • Evidence of effective teaching in the primary age group • Experience of effective management of pupil behaviour • At least three years teaching experience 	<ul style="list-style-type: none"> • Experience of managing staff • An understanding of timetabling support • Completing relevant SEN paperwork 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interview • Classroom observation
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of the SEND Code of Practice and developments within SEN • Understanding of how to assess and identify the needs of any pupils with barriers to learning or who are at risk of underachieving for example those with SEN, Medical needs, EAL and, Gifted and Talented pupils. • Clear understanding of planning differentiation into the curriculum • Understanding of how to develop the use of ICT, numeracy and literacy across the curriculum • Understanding of how to use data to inform planning 	<ul style="list-style-type: none"> • Sound knowledge of the national agenda • Understanding of how to implement and monitor SEN developments • Knowledge of a range of external agencies 	<ul style="list-style-type: none"> • Letter of application • References • Interview • Classroom observation
Skills and Personal Qualities	<ul style="list-style-type: none"> • To lead by example • Highest standards of professional conduct • Ability to form positive relationships with pupils, adults and parents • Ability to inspire and manage a team • Able to communicate effectively verbally and in written form • Ability to prioritise and time manage effectively • Ability to use ICT packages and systems 	<ul style="list-style-type: none"> • Ability to liaise with different groups to achieve a positive outcome • Positive approach to problem solving 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interview
Special Conditions	<ul style="list-style-type: none"> • Motivated to work with children & young people. • Ability to form & monitor appropriate relationship & personal 		

	<p>boundaries with children & young people.</p> <ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours. • Appropriate attitudes to use of authority & maintaining discipline. • The postholder may be required to work outside of normal school hours on occasion, with due notice. • To undergo an enhanced DBS check – individuals on the ISA barred list should not apply. 		
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