



# KING JAMES'S SCHOOL

A SPECIALIST SCIENCE COLLEGE

ST HELEN'S GATE - ALMONDBURY – HUDDERSFIELD - HD4 6SG

Registered Company Number 08164889

Telephone: 01484 412990 Fax: 01484 412991 Email: office@kingjames.school

Principal: Ian Rimmer

January 2018

Dear Applicant

## Inclusion Manager

Thank you for the interest you have shown in the above role at our school. I hope the information in this pack, along with additional information on our website, encourages you to apply to join our fantastic team.

We are looking for a dedicated individual to manage the Inclusion provision to support students who have a range of additional needs. You will be responsible for creating a productive, disciplined and highly innovative, inclusive learning environment. You will support the Special Educational Needs and Disabilities Coordinator (SENDCo) to ensure all students have access to the support and services they require in order to achieve their full academic, social and emotional potential during their time at our school.

We are looking for someone with excellent communication skills as you will need to liaise with a variety of people on a regular basis. Excellent interpersonal skills are also essential, as is the ability to work as part of a team. Previous experience in a similar role would be an advantage.

King James's is a popular and substantially oversubscribed school. Our students are motivated, keen to succeed and realise their full potential and move onto the next stage of their education.

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. All staff will be subject to an enhanced DBS check.

Please find attached all relevant documentation. I hope you think you have the skills and experiences we are looking for. Applications can be submitted via post to the above address or email to Tracey Brook, the Principal's PA, on staff.tbroom@kingjames.school. Please note the deadline for applications is **Friday February 9<sup>th</sup> 2018**.

Yours faithfully

Carol-Anne Lockwood  
HR Manager

