

King James's School
Person Specification



POST TITLE: Inclusion Manager

GRADE: 8

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	Essential/ Desirable
1.	RELEVANT EXPERIENCE	1.1	Experience of working directly with children with a wide variety of additional needs.	Application Form/ Selection Process	E
		1.2	Experience of developing effective strategies to promote inclusive learning.	Application Form/ Selection Process	E
		1.3	Experience of managing challenging behaviour of pupils.	Application Form/ Selection Process	E
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level necessary to write reports and perform calculations.	Application Forms/ Selection process	E
		2.2	NVQ Level 3 or equivalent or ability to produce work to that standard.	Application Forms/ Selection process/ Certificates	E
		2.3	Training in relevant strategies.	Application Form/ Selection Process	D
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of and commitment to Equal Opportunities.	Selection Process	E
		3.2	Basic Health and Safety Awareness.	Selection Process	E
		3.3	Understanding of child development and learning.	Selection Process	E
		3.4	Working knowledge of inclusion strategies and best practice	Selection process	E

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to relate to children from diverse social backgrounds.	Application Form/ Selection Process	E
		4.2	Written communication skills in order to produce reports and update records.	Application Form/ Selection Process	E
		4.3	Ability to work with children with additional needs.	Application Form/ Selection Process	E
		4.4	Ability to work on own initiative and as part of a team.	Selection Process	E
		4.5	Ability to effectively communicate with students and staff in school as well as parents/carers and outside organisations.	Selection Process	E
5.	ANY ADDITIONAL FACTORS	5.1	Prepared to undertake training and development as required.	Selection Process	E
		5.2	Willingness to work flexibly as occasionally required.	Selection Process	E