

PERSON SPECIFICATION

Job Title:	Inclusion Manager	Salary: Grade 6
Location:	Whitley Academy	

	Job Requirements	Measurement*
Knowledge	<ul style="list-style-type: none"> Understanding of relevant codes of practice and legislation Challenges facing young people which may prevent them from learning The principles of child development and learning process and in particular barriers to learning The types of special needs encountered in schools, methods of providing support in school and from external providers Teaching and Learning research & best practice 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Skills & Abilities	<ul style="list-style-type: none"> To effectively lead a team To effectively use ICT and use of other equipment Ability to relate well to children and adults and form constructive relationships Work constructively as part of a team Ability to self-evaluate learning needs Good level of written and verbal communication skills Good time management Good organisational skills Flexible approach Identify and set targets for development for individual students Devise, implement and monitor individual action plans for students Work Independently Self-motivated, hardworking, able to use initiative and requiring minimal guidance and supervision 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>
Educational	<ul style="list-style-type: none"> Good literacy and numeracy skills Higher Level Teaching Assistant qualification or equivalent and recent experience Degree in Education, Psychology or SEN (preferable) 	Certificates
Special Requirements	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check by the Disclosure & Barring Service (DBS) will be required prior to appointment.	DBS

A= Application I = Interview

R = Reference