



**Woolgrove School**  
**PERSON SPECIFICATION – INCLUSION COORDINATOR**

*The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate, therefore how you meet each of the following criteria in your application.*

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TO BE MEASURED BY</b>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>▪ First degree or equivalent in the relevant subject(s)</li> <li>▪ Qualified teacher status</li> <li>▪ Recent and relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Commitment to further professional development</li> <li>▪ Masters Qualification</li> <li>▪ SEND qualification e.g. National SENCo Award</li> </ul>	Certificate, References, Letter of Application and Interview
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>▪ Experience of successful Early Years and / or Primary teaching in mainstream and / or special school settings</li> <li>▪ Middle Leader experience</li> <li>▪ A broad knowledge of relevant curriculum areas at EYFS, Key Stages 1 and 2 including a sound understanding of assessment and monitoring</li> <li>▪ Experience of reviewing EHCPs and providing relevant paperwork</li> <li>▪ Experience of and commitment to supporting parents / carers</li> <li>▪ Proven administrative and organisational skills and ability to manage own workload effectively</li> <li>▪ Experience of analysing and interpreting assessment data</li> <li>▪ Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teaching in different year groups/key stages</li> <li>▪ Teaching in mixed age/key stage classes</li> <li>▪ Senior Leadership Team experience</li> <li>▪ Experience of being a Deputy Designated Safeguarding Person/Lead</li> <li>▪ Working in partnership with parents and Governors</li> <li>▪ Experience of team leadership and team building</li> <li>▪ SLD School experience</li> <li>▪ Experience of using systems such as EHM, SIMS etc.</li> </ul>	References, CV and Interview
<b>KNOWLEDGE AND UNDERSTANDING SKILLS:</b>	<ul style="list-style-type: none"> <li>▪ Commitment to and knowledge / experience of effective strategies to meet the needs of children with SEND</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of recent developments in Early Years</li> </ul>	Letter of Application and Interview



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	<ul style="list-style-type: none"> <li>▪ Knowledge of current national initiatives, including the SEND Code of Practice and the EHCP review process</li> <li>▪ Knowledge of the referral process for a range of external professionals</li> <li>▪ An understanding of target setting and improvement planning</li> <li>▪ The ability to think and work strategically and with vision</li> <li>▪ Ability to communicate effectively, both orally and in writing, with a range of audiences</li> <li>▪ Knowledge of Therapeutic Thinking (formerly Herts Steps) approach to behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ Awareness of needs of pupils with autistic spectrum disorder</li> <li>▪ Knowledge of recent changes and initiatives in the primary curriculum and assessment</li> <li>▪ Knowledge of recent Hertfordshire initiatives, such as VSEND, Invision360</li> </ul>	
<p><b>PERSONAL CHARACTERISTICS</b></p>	<ul style="list-style-type: none"> <li>• Creative</li> <li>• Proactive</li> <li>• Enthusiastic</li> <li>• Organised</li> <li>• Flexible</li> <li>• Excellent communicator</li> <li>• Resourceful</li> <li>• Good Sense of Humour</li> <li>• Excellent interpersonal skills</li> <li>• Team Player</li> </ul>		<p>Interview and references</p>
<p><b>ATTITUDES AND INTERESTS</b></p>	<ul style="list-style-type: none"> <li>▪ Willing to contribute fully to the life of the school</li> </ul>		<p>Interview and references</p>