

'Helping every person achieve things they never thought they could'

PERSON SPECIFICATION

Job Title	INCLUSION CO-ORDINATOR
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QUALIFICATIONS	ESSENTIAL	DESIRABLE
Level 2 qualification in English and maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
A relevant Level 3 qualification / degree		✓
Level 3 Child Safeguarding qualification		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in a school environment	✓	
Experience and knowledge of issues affecting students and young people and to offer supportive assistance	✓	
Record keeping	✓	
Report writing	✓	
Working knowledge of SEND		✓
SKILLS	ESSENTIAL	DESIRABLE
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to use standard ICT packages including Microsoft Office	✓	

Excellent time management and organisation skills	✓	
Resilience and an ability to work in difficult situations, including dealing with conflict	✓	
Ability to build effective working relationships with all stakeholders, including professionals, students and parents	✓	
Ability to undertake assessments and write reports to a high standard	✓	
Ability to track data and monitor progress of students who are vulnerable or who have care plans	✓	
To be able to undertake quality assurance processes to improve the quality of care provision and safeguarding		✓
Ability to work well under pressure and manage competing deadlines	✓	
Awareness of whole school and wider educational issues	✓	
Understanding of School child safeguarding procedures	✓	
OTHER	ESSENTIAL	<i>DESIRABLE</i>
Satisfactory DBS check	✓	
High expectations of student achievement	✓	

Date Person Specification prepared/updated	March 2026
Person Specification prepared by	Mr D Mckean