

United in Lifelong Learning



**Ready
Respectful
Responsible**

Head Teacher: Mrs J Henderson
01524 832747

Deputy Inclusion Co-ordinator **Person Specification**

Person specification form		
Post title: Deputy Inclusion Co-ordinator	Grade: 6/7 (will be agreed at appointment – depending on the successful candidate’s experience/knowledge)	
Establishment or team: Westgate Primary School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A), interview (I), or Reference (R)
Application		
A well-considered and relevant accompanying supporting letter	E	A/I
Fully completed, error free application form	E	A
Professional references should provide a strong level of support for skills, knowledge and attributes referred to below	E	A/I/R
Qualifications		
Qualification relevant to role (e.g. child development)	E	A/F
Nurture Group Network training / Thrive Approach training / Kidsafe UK training	D	A/F
Team Teach training or equivalent	D	A/F
Experience		
Experience of working directly with children and young people in an educational or pastoral setting	E	A/I/R
Experience of delivering one-to-one and group interventions to support wellbeing and behaviour	E	A/I
Experience of supporting pupils with SEMH needs and managing challenging behaviour	E	A/I
Experience of working with families and external agencies to support pupil outcomes	E	A/I

Experience of supporting pupils during key transition points	D	A/I
Experience of contributing to attendance initiatives and pupil engagement activities	D	A/I
Knowledge, Skills, Abilities		
Understanding of barriers to learning and how to support pupils to overcome them	E	A/I
Knowledge of safeguarding procedures and ability to respond appropriately to concerns	E	A/I
Ability to build positive, trusting relationships with pupils and families	E	A/I
Strong interpersonal and communication skills, with the ability to work collaboratively with staff and external partners	E	A/I
Ability to deliver structured interventions and monitor impact	E	A/I
Confident in maintaining accurate records and preparing reports	E	A
Understanding of behaviour strategies and restorative approaches	E	A/I
Ability to support pupils in reintegration following absence or exclusion	E	A/I
Personal Attributes		
Empathetic, patient and resilient	E	I/R
Committed to inclusion and promoting positive outcomes for all pupils	E	I
Flexible, proactive and solution-focused	E	I
Willingness to undertake CPD and contribute to whole-school development	E	A/I
Enthusiastic about building a nurturing and inclusive school community	E	I
Prepared by: Jane Henderson Date: 07/11/25		

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.