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| Oakmere Primary School Person Specification - Inclusion Manager MPS/UPS TLR2A |  |

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| **Selection criteria** – all are essential except those marked \* which are desirable | |
| Qualifications and experience | 1. Qualified teacher status |
| 2. National Qualification for Special Educational Needs Co-ordination \* |
| 3. Proven track record of CPD |
| 4. Further specialist qualification in an aspect of SEN eg. ASD, EBD, SpLD \* |
| 5. At least 3 years successful teaching experience within the primary age range |
| 6. Evidence of sound knowledge of effective quality first teaching and intervention strategies |
| 7. Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community\* |
| 8. Experience of monitoring and evaluating effective teaching and learning\* |
| 9. Proven experience in effective liaison with a range of outside agencies\* |
| Professional knowledge and understanding | 1. Knowledge and understanding of the expectations within the current EYFS and National Curriculum |
| 2. Knowledge and understanding of current developments and best practice in SEN legislation and all aspects of inclusion and pastoral care |
| 3. Knowledge of the range and types of interventions available |
| 4. Confident use of ICT, including classroom technologies |
| 5. The effective management of provision for SEN |
| 6. Understanding of child protection procedures and safeguarding children |
| Abilities and skills | 1. Ability to use performance data to inform provision mapping and planning |
| 2. Ability to lead and manage people to work effectively, both individually and in teams |
| 3. Produce and update CAF forms, EHC plans and other statutory documents |
| 4. Ability to deal sensitively with people |
| 5. Show excellent time and management skills and analyse, prioritise and meet deadlines |
| 6. Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills |
| 7. Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals |
| 8. Ability to promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful and caring global citizens |
| 9. Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best |
| Personal qualities | 1. A commitment to inclusive education and a willingness to respond to the needs of all learners |
| 2. Ambition, energy, enthusiasm, determination and drive to develop your role |
| 3. Reliability, professionalism and integrity |