

**PERSON SPECIFICATION**

**Intervention Coordinator (IA) and Inclusion Administrator**

**PROFESSIONAL CHARACTERISTICS**

The postholder will be required to show a commitment to the school’s aim of success for all by providing a high standard of service to staff, parents/carers, students, governors and visitors.

The postholder will:

* Be able to work under pressure and prioritise work load
* Be flexible and manage last minute changes and requests
* Be able to prioritise their workload
* Have a working knowledge of the SEN Code of Practice
* Have good interpersonal/communication skills
* Have excellent literacy, numeracy and IT skills (using Microsoft Office)
* Have excellent communication skills when dealing with staff, students, parents and visitors
* Have the ability to empathise and communicate with a diverse range of individuals
* Have a positive attitude and good sense of humour
* Have a good attendance and punctuality record
* Have excellent organisational and time keeping skills
* Have the ability to support, advise and listen
* Maintain absolute confidentiality regarding staff and students
* Have confidence to represent the department in a positive manner
* Be able to minute and participate in meetings at the SENCo’s discretion
* Be highly motivated
* Act as an adult role model for students
* Have the ability and resilience to adapt to sudden and unexpected pressures
* Have the ability to work with others in potentially difficult situations
* Observe the schools safeguarding policies at ALL TIMES

**PERFORMANCE MANAGEMENT**

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school’s performance management cycle.

**EQUALITY OPPORTUNITY**

The postholder will be expected to undertake all duties in the context of and in compliance with the school’s equal opportunities policies.

**SAFEGUARDING CHILDREN**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance