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|  | **PERSON SPECIFICATION**  **POST** **Curriculum and inclusion Coordinator**  **GRADE Point 24 - 28** |

**NOTE TO CANDIDATES:**

* The ‘**essential criteria’** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
* The ‘**desirable criteria’** are used to help decide between candidates who meet **ALL** the essential criteria.
* The ‘**how identified’** column shows how the Council will obtain the necessary information about you.
* If the **‘how identified’** column states ‘application form’ next to an essential criteria or a desirable criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

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|  | **ESSENTIAL**  **CRITERIA** | **HOW**  **IDENTIFIED** | **DESIRABLE**  **CRITERIA** | **HOW**  **IDENTIFIED** |
| **Qualifications and Training** | * Good standard of education up to GCSE or equivalent including Maths and English - Excellent literacy and numeracy skills * Minimum 2 years’ experience of working with students in an educational setting (within specified age range/subject area) * Relevant degree/NVQ 4 *(or evidence of working towards)* or equivalent in supporting teaching and learning in schools, Diploma in Childcare & Education or other relevant qualification in childcare. * Possess or be willing to undertake First Aid training | Application form, certificates and interview | * Training in special educational needs strategies * Good ICT skills to support learning | Application form, certificates and interview |
| **Skills** | * Excellent time management and organisational skills * Ability to build and maintain effective working relationships with all pupils and colleagues * Ability to work with sensitive information and maintain strict confidentiality in all forms including electronically, written form and verbally * Commitment to safeguarding students’ wellbeing and equality * Ability to promote a positive ethos and role model positive attitudes * Ability to work effectively under pressure * Ability to communicate effectively at all levels * Planning own workload to meet deadlines * Ability to work effectively within a team environment, understanding classroom roles and responsibilities * Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate * Ability to lead individual and group intervention sessions * Effective Behaviour Management skills | Application form  Interview |  |  |
| **Knowledge & Understanding** | * Understanding and working knowledge of the national curriculum and other learning programmes * (within specified age range/subject area) e.g. knowledge of core subject areas * Working knowledge and understanding of principles of child development, learning styles and independent learning * Knowledge and experience of planning and leading teaching and learning activities with groups of students * Understanding of inclusion, especially within a school setting * Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support * Knowledge of how to help adapt and deliver support to meet individual needs, including EAL * Previous experience working in an education setting * Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice * Knowledge and awareness of GDPR requirements and regulations | Application form  Interview |  |  |
| **Special Working Conditions** | * Ability to understand and demonstrate commitment to equality and diversity | Application form  Interview |  |  |