



Headteacher: Chris Davey  
Deputy Headteacher: Helen Crees

# Seaford Primary School

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## Person Specification for the post of Inclusion Manager / DSL: Seaford Primary School

### Essential Criteria

1. QTS status
2. A good standard of education particularly in English and Mathematics
3. Have taught within the primary school phase
4. Know how to achieve high quality learning for all pupils through:
  - Excellent planning, influenced by assessment
  - Regular monitoring, assessing and communication of performance
  - Effective use of the learning environment and teaching and a variety of learning styles
  - Providing for the individual needs of all children
5. Commitment to high quality teaching and learning and school improvement for all children
6. A clear understanding of and commitment to keeping children safe in education including safeguarding and promoting the welfare of children
7. Show commitment to the life and work of the school
8. Know the statutory requirements of legislation concerning Equal Opportunities and Health & Safety
9. Effective organisational skills including IT skills e.g. Word, Excel, SIMS
10. An innovative approach to developing inclusion at primary level
11. The ability to manage the effective implementation of whole school policies and practice
12. A secure knowledge and understanding of the latest National Curriculum and SEND Code of Practice
13. Ability to develop and monitor effective recording systems
14. Ability to understand and interpret data
15. Ability to work effectively within and leading a team developing and motivating team members
16. Effective communication skills across the school community including, children, parents, other professionals and Governors
17. Understand the importance of the involvement of all school staff in school development
18. Ability to work with colleagues in the monitoring of teaching and learning, SEN provision and other school systems
19. Experience of taking the lead in new strategies and practices
20. Demonstrate calmness and confidence in a range of different situations
21. A sense of humour!

### Desirable Criteria

1. Hold the national SENCO award
2. Current experience as a Designated Safeguarding Lead or willingness to be trained in the role
3. Willingness to participate in further training and developmental opportunities offered by the school and partners



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