

Inclusion Centre Coordinator Role Specification

Qualifications & Experience	Essential	Desirable
● GCSE A - C (or equivalent) Maths and English	✓	
● Good general standard of education		✓
● NVQ level 2 in learning support or other equivalent or equivalent qualification/experience. Studying for a degree with a view to future teacher training		✓
Skills & Knowledge	Essential	Desirable
● Successful recent experience working with secondary age children		✓
● Understanding of child protection procedures		✓
● Working knowledge of the education system		✓
● Understand procedures and legislation relating to confidentiality	✓	
● Understand the importance of physical and emotional wellbeing	✓	
● Ability to write basic reports	✓	
● Ability to understand and support children with developmental difficulty or disability	✓	
● Understanding of and ability to implement the school's behaviour management policy	✓	
● Ability to support the work of volunteers and other teaching assistants in the classroom	✓	
● Ability to use clear language to communicate information unambiguously and listen effectively	✓	
● Ability to communicate effectively with children and their families and carers and other adults and overcome communication barriers with children and adults	✓	
● Good understanding of the school curriculum including knowledge of literacy/numeracy strategies		✓
● Know when, how and with whom to share information		✓
● ICT skills to support learning		✓
● Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
● Basic understanding of Health & Safety		✓
Personal	Essential	Desirable
● Ability to resolve routine problems independently	✓	
● Flexible and adaptable	✓	
● Remain calm under pressure	✓	
● Good organisational skills	✓	
● Ability to use own initiative	✓	
● Ability to work within a team	✓	
● Reliable and trustworthy	✓	

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.