

'Helping every person achieve things they never thought they could'

PERSON SPECIFICATION

Job Title	INCLUSION KEY WORKER (WORKING WITHIN THE PERSONALISED LEARNING CENTRE)
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KNOWLEDGE and EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in a school environment	√	
Experience and knowledge of issues affecting students and how to offer supportive assistance	√	
Experience of education in an environment that can be challenging	√	

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Level 2 qualifications in English and Maths or equivalent	√	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	√	
Evidence of involvement in relevant CPD	√	
Level 3 relevant qualifications		√
SKILLS	ESSENTIAL	DESIRABLE
Ability to relate to students in a positive, purposeful and sympathetic manner and to recognise potential child safeguarding issues	√	
Able to work flexibly under pressure	√	
Excellent verbal and written skills, with the ability to communicate effectively with all members of the Academy / Trust community	√	
Resilience and determination	√	
Ability to build and form good relationships with colleagues and other professionals	√	
Ability to absorb a wide range of information and deal with confidential issues	√	

Ability to follow procedures, pay attention to detail and produce accurate work	√	
Ability to work flexibly to meet deadlines and respond to unplanned situations, managing demand and at times conflicting workloads	√	
Personal commitment to inclusion and diversity to ensure the maximum benefits for students and staff	√	
Believe that every child, no matter who they are or where they come from can achieve great things	√	

Date Person Specification prepared/updated	July 2026
Person Specification prepared by	HR