

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Inclusive Learning Team Leader	Grade:	22-25
Division/Section:	ELS	Date:	January 2026
Prepared by:	Nicole Hyslop		
Designation:	Head of Student Support Services		
Reviewed by:	Danielle Watson		
Designation:	HR Advisor		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	<p>Essential</p> <p>Excellent communication skills both verbal and written</p> <p>Knowledge of Health and Safety issues affecting students with disabilities</p> <p>Good IT Skills</p> <p>Strong understanding of Inclusive Practice</p>	<p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application from</p>
	<p>Desirable</p> <p>Knowledge of behaviour management strategies and trauma informed practice</p> <p>Coaching skills</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	<p>Essential</p> <p>HNC or equivalent/ 3 years experience in similar role.</p> <p>At least 3 years' experience in providing support for students with disabilities, preferably in FE and/or HE setting.</p> <p>Experience of producing Personal Learning Support Plans</p> <p>Experience of working collaboratively with internal and external colleagues</p>	Application Form Application Form/Interview Application form Application form/interview
	<p>Desirable</p> <p>Previous experience supervising and delegating to staff</p> <p>DSA needs assessment qualification</p>	Application Form/Interview Application form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	<p>Essential</p> <p>Accuracy required in all work produced</p> <p>Ability to use initiative and work unsupervised</p>	Application Form/Interview Interview
	Desirable	

4. PEOPLE

No.	Description	Method of Assessment
	<p>Essential</p> <p>Strong commitment to Equality, diversity and inclusion</p> <p>Strong interpersonal skills</p> <p>Flexible and able to manage competing priorities</p> <p>Ability to provide leadership to a team</p>	Application/Interview Interview Application/interview Application Form/Interview

	Desirable Innovative and proactive in developing support provision.	Interview

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential Ability to meet deadlines and perform under pressure.	Interview
	Desirable	