



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College



Appointment Information

Inclusion Development Officer

Supporting the Lead Inclusion School
role for Leicester-Shire & Rutland



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
Tel: 0116 273 6893
office@crownhills.leicester.sch.uk
crownhills.com





Dear prospective applicant,

S yv 78) wty fl r £ rffl 2M Rffl M " " £ M fflxvsvfl u r A63 vr y£ w£tfl £v
vu tr £ £y r £ r £v2w r u3fl "£x r rty ££x r r v vu tr £ £v yv
7266 uv w " £ v ££ srt"x u 4

N v r " vx£x wyvV£v v Or r u h v dty fld ar v y£ 2r ur r " s££ v t £x
r u vt £" v x r " " v2 yv £ w r Stfl £ Nv vfl " v ' w£v yr r £v 4ey£
£ wff£ v2v " 3£ v fl2w r £££fl v £u w9 vr 4K r rw" v" sv wM Rffl M " " £
M fflxv ffl vtv£vr " sv ww yv sv v£ 2 yv v £tfluv r uvu£r vu ddaKY w£v rtv2 "
ft 2 " " s£v y v2t £ rfl w £ rfluv vfl " v 2 Rvrfly dy£fl- Rvrfly S r tv2
v" r£fl r yv vv"v u rwv B " r uu £xy £ur 2ru" ££ r £v 28: y r ur 59@
ur r vr y vt v££x v £v2r u r M tflv h " dtyv" v4

eyv ddaKY £ u£ £vu £ yv @ "v uv£v r u wStfl £ 2R£y b r££ M " v ££ 2Vruv y£ 2
Rvrfly , h v££v£x2 M " " £ O xrxv" v r u R£y b r££ ay £rfl Ou tr £ 4eyv ttv wfl
tr u£ur v ffl yr vr " £v flv £ tyrflv x£x£v r£££ r u uv vfl £x ££ w " £ £
x 2£ r £ fl fl y v £y d vt£fl Ou tr £ rflYvvu r u5 N£rs£££ .dOYN/4j ffl "
tfl vfl £y yv dty fld , Stfl £ Wr rxv v v yr yv VruStfl £ dty fl t " v r v
uv££v vurt V£v v 3dy£v, c ft u4ey£ £tfluv r vt££ v v 2flruv y£ r u MaN w yv
vt£fl ty flrt yv s3vx£ 2 £x yv" £y yv£v r££ £ fl r ut £ fl" w w
yv£ uv 4eyv w£v fflrfl " tfl vfl £y" r£ vr" ty fl v v yr yv£ ty fl
r u y £rflrt ££ w £v v rfl £ w dOYN ty£v r u x v flv v xrxv2
uv vfl r uv tvf4

h yr vr vs £££x£ yvV£v v M£ ddaKY£ fl £ vEyvv£ svlv £ yr vr vwffl £x2
r u vr v v wyvw r v y£ £ yvt yr vr ££ r " s££ r urffv t " r £x4
' r££ £ x sv u ty fl 2r u yr vr ££v£ rt yv x v flv £ V£v v 2yv£
w" ££ r u yv£ t " " ££ 4

M Rffl MMyr x r v y£ £y yvOML r u Q rfl d ttv Mv v2 y£y v flvu£ s r £fl
tr £rfls £u r u x r " " v yr yr vs fl y£ t " " £" v aOr u £ V£v v 4S yv
ft 78" y 2 v yr v£ u tvu yv d Ktruv" £y yv £ v £ w ££x r r y r
xvr v w y v £y yv r £ uv4ey£ £ v r yv r u y£y tr sv v yr tvu s 2r u
t " ££ v 2 yv " wyv ddaKY4

S" vflwr vr £ysrt"x u£ aO2 ty fl r u y £rflrt ££ 2r u Swffl r vt£vy £tr
t " flv vfl tyr xv yv££v w x v flv r u v" v yvu£ru r rxvw " s £x£x yr tr
y£uv v ££Rr £xt " flv u" L4Ou£ aOr yvf £v £ wLvuw u2" r rx£xL aOr u
yv flru£x yv r r Ku r tvud" ffl evrtyv £ aO2Syr vsvv r wyr ' v 4M Rffl £ r
w u£x ty fl £y£ yv h v££dty fl " v" v 2r u S£ yvs r u2r vfflr sv£x r ru tr v
Rvr u vrtyv w yv j de4

e sv ttv w£2 ffl v r v vt u w ££x" vr £xwfl ££ w y£xy r££
ty fl ££ 2r us £x£x yvsv w x v flv4" r u£xt " " £r £ " ffl r u
yv v rflr y £ s £u x vft £ y£ £y fl2 rwr u yv r "vy flv r vv v ££2
r £ ruvv t " " £" v yvr£ r u rflv wM Rffl MMr u yv ddaKY4

ey£ flv ffl £ w £ rfl £y r y£y flv vfl w v rft vu£££ y tr uv" rsflv v £v tv£
uv vfl " v 2t rty£x££ w srffl r u yv 5rt £££ 2r u "£x £y ty£v r u x
v fl2£vrffl £ r vu tr £ v £x4

R v flru £ r £ r r yv u£vt £ v r v r“£x rww£4j vvu yr v yv
v” £ rfl£ vff£v tv uvrfl £y v ££v” r v £ytft £ r vfflr £x y vr u
uv££v r u2 yv vvuvu2yr v xy fl v t v r £ £ v uv££v 4h v
yr v 78A £ r 2 vt ur r u vt£fl ty fl £ yv ddaKY r u” r“£x x w £ rfl
vft £ y£ £y r r £ wx w v fl£ r u r” £ v £ ” v £ r r” 2r u r
“v r wyv fl4

j ffl vv w ” vs £v yr y vv“v rfl v v” vr vrffl yr vu r uyr vrffl vu
x w ” v x y v x yD

Aspiration - Be the best you can be

Commitment - Do what it takes for as long as it takes

Success - Be ready to take on the world

K a £t£rf££yr rfl r svv ” y£fl y x r u v v rflv yr vt vr v yv
v xv vr £ wflruv 2££ ” v y£x yr Syr v u v y xy ” tr vv 2r u y£ flv
ffl yv ttv wfl£u££u rfl yv£ ’ v 4

Deadline for applicants is 9am on Friday 24th September 2021 to jamey@crownhills.leicester.sch.uk

Interviews will be held week beginning 27th September 2021.

j £tv vfl 2



Mr F Adam
(Principal)

*All appointments will be subject to references and pre-employment checks.

JOB DESCRIPTION

Job Title: Stfl £ Nv vfl " v ' w£v	
College: M Rffl M " " £ M flvxv	11-16 W£ r£vu
Reports to: dty fld , Stfl £ W£ rxv	Grade: VQ Lr u @
Term: 9 j vr M rt 2P ff£ v2ev " 3£ v fl	Salary: 872 C; 3 892 76 .Kt r f/
R f£r DK rflflv v r f£ fltrflr y £ ty flR f£r 4j flsv v vt vu r v u 9 vrtv ur vrtyrtruv" £ vr w v v £fl y flv ty fl r££x4	
Key areas of Responsibility: Nvf£v £x yv Wru Stfl £ dty fla x r" " v4Nvf£v £x r sv "vv v r u MaN ww V, c d vt£fldty fl4Myr flv x£x £v r££v rt rffl ty fl4	

JOB PURPOSE SUMMARY

e £t vr v yv " sv 2 r xv r u r££ w ££ w KW x v flv r ££r v r u x v £ a02dty fld r u yv dty flQr" v 4e £t vr v yv "ffl r ut w£v tv wyv ty fl "w tv £uv y£y r££ ££ 4cr££x K £r £ w x v flv £yruu££ rfl vvu r u y v yr yv" vr££v yv£ v £fl£ r u y xy y £rflvu tr £ r u 4O" svuu£x uv £v v v ££ "vv yv vvu wrffl £l4aft £x r u uv££v £x r y£y r££ t " v ££ 2 ty fl , y £rflrt ££ x r" "vw V££v v 3dy£v , c ft u d vt£fldty fl4h "£x £y" r££ vr" ty flrt yvt£ r ut v v yr yv v r vr ££ ££ £ r u y £rflrt ££ w yv£ dOYN uv 4e sv r wyv ddaKY vr" " sv t " " £vu v t " r £x yv rflv r u £t£rfl wM Rffl M " " £ M flvxv2r u £ flsv vu £y£ r tr £x r u vt v v £ "v v £yv u £y yv eR£de rflv we 2R v 2S vx £ 2cv vt 2d r ue flv r tv4

CORE OBJECTIVES

r4e v yr tv yv y £rflrt ££ r ut " v ££ ££ wty£uv r u x v flv £y r u£rs££ r u5 vt£flvu tr £ rfl vvu s uv vfl £x r ££ v x r" "v w rt ££ 2r u £££x v £ £x v tv ££"vu yv r £ rflStfl £ Wru dty fl x r" "v4 s4e uv££v r y£y r££ t " v ££ r uv v x r" "vw V££v v 3dy£v , c ft u vt£fl ty fl4 t4e " £ r v y£ £y yv ddaKY W£ rxv 2K £r W£ rxv , £uv vr" 2Q v £x L u 2 rw2 uv 2w" ff£ r u yv "v r"vy flv 2£ xv vr £x yvv y r u rflv yr uv £ yvt flvxv , ddaKY4 u4e u yv r" v £y £uv rxv t££ tyr Vcd2YQL-2 w £ rfltfls 2d O xft u2 j de2Kv a02VK2a sff£ Rvr fly4 v4e s £ur x vft £ y£ £y yv V££v v y£v S £v8 d vt£fldty flaOWru uv vfl r y£y r££ ww w yv£ uv v xrxv2uv vfl r uv tvfl£ t " v ££ r u flvruv y£ 4 w4e £uv £vr u ruu v yv v £v" v w ty f£t flvxv rwr u a4Nv r " v yv ft £x r x r" "v wrt £££ 4 x4e ruu v yv vvu wrffl x v flv £y£ V££v v M£ 2r u vt££ vvu wr xv x tyr £l £y vt£flvu tr £ rfl vvu 2x£fl2v y ££ " £ ££v r u x v flv £y r u£rs££ 4 y4e " vyvr fly f£v flv r u f££ " £y fltr flyvr fly t u£r 5ru £ r r ££ v4 £l e r u f££ " yv flvruv y£ x r" "v t " v ££ r uv v 2x££x s y r££x r uv v ££ tv x dOYN flvruv uv vfl yv£ "££l4 '4e tyr flvxv2r u £v v" v £v r£££ w ty£uv r u x v flv £y r u£rs££ r u5 vt£flvu tr £ rfl vvu v xrxvr u r££ r ££r £ £ , y £rflrt ££ 4 "4e yvt flvxv r u ddaKY- " £ £ . £ yvt flvxv- eR£de £t£rfl/ y xy r u£x w £ rflt u t r uy£yv vtr £ w yv 4 fl e " £y£ s uxv yv yvfl£x yv ddaKY r ut flvxv rty£v v £ rt ££ sr vu r £r £ r u r xv 4 " 4e v v yr yv vvu wrffl x v flv r vt v rfl rffl yr £ u v4

SUMMARY OF JOB TASKS

r4afl r uuvfv ry&y rfe t " vfe r u v v x r" " v.wtv3 3wtvr u e rf/w
Vfv v 3dyEv, c fit ud vtffldty fl4
s4d yvuv vfl " v wr y&y rfe MaN ww w ty fl rwe vtfflr u " rfe vr"
ty fl etvr v yv "ffl wyv ty fl "w tvEv xrxEx, uvfvEx dOYN uv 4
h " Ey yv tE Wruv yE Nv vfl " v ' wfv r u t dQ' - v v yr yv
t " vfe r u v v fl vv "w tv yr r x dOYN v v v r E w uv 3B
fl vv y r vruv r vfl rEvu yvv v vwt Evfl r Vv vfl8r u 94
t4O rsfEy r x uv fiv w dOYN x v flv E s y vtfflr u " rfe vr"
ty fl4

u4W E r u u tvv rflr E v yv t " v wuv vfl " v rt EE& 4
v4Ku trvr u " v yvr rfl dty flQr" v Wr " rffl ty fl2 Ex ty fl
r fl yvv vtv r ru tr v yv " yr yv u r u" vv ddaKY r xv 4
w4h " Ey yv ddaKY vr" " v" sv flru r u v v 2v44dty flQr" v
' xr Ev 2Pv" rfv O xrxv" v ' wfv 2K v fiv vt4
x4cv v v yv ddaKY r u S Ev8x vr E rfw " 2ru tr Ex yv " r u v y
wVfv v ME ddaKY r u M Rffl MM2r u fE "Ex E fiv xr" " v 4
y4d ddaKY t flvr x v " vv yv t " v wyv ddaKY2r u t " fE v yv v rffl
r vxfr rty waO2dty fld 2h vffsvEx, ay ffrflKt EE 4
4 O v yr yv v " " tfl vfl Ey yvaOPrt flv E " v" sv ty fl4
'4 Ku trvr uuEv yv R&y b rfe aO, dty fld " v rxvrt r v ty fl4
"4a " vWfv v ME ddaKY2S Ev8r u r v yE " y xyrffl" vuE fit w " 4

RELATIONSHIPS WITH OTHERS

r4Ksff " EEE fvr usv rt Ev2r vfflr svExr vwt Ev vr" " v" sv
Ksflv uvrfl v EEvfl r ur fiv fl Ey t vuv ffleW " r E 4
s4WrE rE x u "Ex vft E yE Ey t flvr x v 2 uv 2 r v 5tr v 2x v 2 yv
t " " E r u V trflK y E r u v v rfflt " " ffr E Et Ev Ey yv ty ft
v y 4
t4Nv vfl r u" rE rE x vft E yE Ey "v r v tyr Rvru vrt yv 2 ty flaO
Vru 2fltrfl tfls , xr Er E 2 vtffE t rtyv , wfffl2Vfv v 3dyEv,
c fit ud 2Wfv v ME M t2K tE E w aO2j yd e 2d O xft u2vt4
u4Vru Ey yveR&de rflv wyvt flvxvr yvt v w v yEx yr vu 4

ACCOUNTABILITY

r4e y flu vflr u yv rtt rsflv yv rflv r u r ur u yr yvt flvxv2yv ddaKY2
r u y vE yv w E r vv vt vu y flu4
s4Wr "v sv v wrffl v tv yv uv vfl " v r u E fl" v r E wddaKY
xr" " v w yvsv vE w x v flv ut " " EE E Wfv v ME 4
t4O v yr r v 5tr v r u fl5 uv r v vffleW " vu rs yv ddaKY flv E
Ex yv yvrfl y r u vffsvEx w x v flv r u yvE w" ffv 2E vfl v tEx svyr E rfl
tyr xv w yvrflv 2yr & fiv flv 4
u4e r "vr fiv rt E yv yv vE rt tv Ey yv vw " r tv w yv 4
v4e rttv tyr flv xvr u w " fE v" r rxv 2t flvr x v 2ddaKY Q v r tv r u yv
t flvxv Q v Ex L u 4

SPECIAL FACTORS

d s'vt yvu r E wyv vvu2yv vtfflt uEE xEv svfl r flD
• eyv r v wyv " " r E flv yv 3y fluv tr Ex " fiv w " rfl
"Ex y 4
• eyv 3y fluv " r sv v Evu r v u2w " E v E v2 rEEx t v 2t w v tv 2
v" Er yv " vvEx r v Evu s yE5yv rEEx vvu r u yv vvu wyv
v fv4
• O v v flfsv rfu E rtt ur tv Ey yv V trflM uEE wdv fv4
• eyE E s'vt r tyvt " svEx tr fu r r O yr tvu flv vfls yv NEtfl vr u
Lr Ex dv fv vxr uExr v E t E Erfl vt u4
• d s'vt v & 2yv flfr rt r Mr rfl v tr rffl r tv4

eyE ' suv t E E v yvu & r u v fffE wyv r yv E v yv E r ur
4d ty u & r u v fffE " r r w " E v E v Ey tyr xEx yv xv v rfl
tyr rt v wyvu & yv flv flv w fffE v r flv4d ty r E E r vrt " " tt v tv
r utr yv" vflv ' fvr vt fiv r E wyvxruEx wyv 4

PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
QUALIFICATIONS				
1.	LeOMR&yv 5Ygb: uvx vv £ r vf\ r r vr s r £flv v & tv£ yvr vr svfl 4	E	✓	
2.	K Wv vfI8 fUMMM rty£xr r u£ r flv v r ur u£rs££ 5£tfl £ vt££ r£££ r£££	E	✓	
3.	K vf\ r P£ K&b r£££ r£££	D	✓	
EXPERIENCE				
4.	O v & tv£ aO2d Nv vfl " v 2 ay £rflKt ££ 2Rvrfly r u5 M " " £ Nv vfl " v	E	✓	✓
5.	d ttv wffl " r rx£x fl xv trflv aO2 2 y £rflrt ££ 2yvrfly t " " £ x r" " v	E	✓	✓
6.	O v & tv w "£x £yr u vrty£xr u5 t rty£x u£rsf\vu x v fl£ vu tr £ rfl v £x	E	✓	
7.	h "£x £y fl r vt r v tyr tfls 2tyr ££ 2 r t££ v t4	E	✓	✓
8.	h "£x £y fltr£ vx£ rfl r u r £ rfl xr £r £ r u y £rflrt ££ x r" " v	E	✓	✓
9.	d ttv wfl r v y£ r u vr" "£x	E	✓	✓
10	d £x r u" v £x rwr u5 fl vv	E	✓	✓
11.	a ££x uv vfl " v r uru £v ty flr ur r xv wr v xr £r £	E	✓	✓
12.	S r £ r utvr ££ v xrxv y flv ty fl r w2ty££ v r u x v fl2£ r u y £rflrt ££	E	✓	✓

ABILITIES, SKILLS AND KNOWLEDGE

13.	Ksflv r rfl vr u v' uxv" v fiv fv yv sv fl £ r r xv wuflw v sflv" r u £ v	E	✓	✓
14.	Ksflv v tflvr r xv 2 rt" r u" r rxv xv r u uv vfl r vxfl rtyfl vuv flv t " v	E	✓	
15.	Rr yvrsff v y v2" flvr uv rslv yv rtyfl v v fl	E	✓	✓
16.	Ksflv " r " fl2 £ flvt wfl ex uv" r u r u y flv uv v v	E	✓	
17.	U fluxvr u uv r u£x wtyfl vt £ flv£ flflu£x yvrflv, rw	E	✓	✓
18.	Ksflv flvr r xv wv rt rffl fl vfl2r u£rsflv " £ r uv rflr vr r fl wflfl flv r u 'vt	E	✓	
19.	U fluxv wa02 r u y flflrt fl r £ rf2 vx£ rflr u fltrfl fl 5 flfl 2r uy yv fl " flv rxv ur £ v	E	✓	✓
20.	U fluxv w yv t v r u "£x w Kt flvar v y£ 2Yr £ rflQ v £x L ufl 2 j de2 Kva02 d O xfl u2 WKe 2 dty fl , M flvxv	E	✓	✓
21.	Srsflv flv tvr u vx flvs y£ v rffl r u flv v rflr v r fltrfl vx£ rfl, r £ rflflv vfl	E	✓	✓
22.	d u "£x" fluxv wfl w wflv fl4 h u20 tvfl2a va £ 2' fl " 9@ 2evr" vt4	E	✓	✓

PERSONAL QUALITIES

22.	Sr x vr" fl v flx u£ v v rfl "ffl	E	✓	✓
23.	Rr v tvflv xr flr £ rf2 fl £x r u t " " flr £ "ffl	E	✓	✓
24.	Rflv fl vfl w w £ rflr u v rfl£ vx £	E	✓	✓
25.	M " " £" v "£x v fl flv w ty fl y rtyfl v r u£x t " v w x v flv	E	✓	
26.	av rflv fl tv2 v £ v tvr u v v vr tv	E	✓	
27.	K xt " " £" v flfl £ r u vt " £x sr fl r flflr £ fl y flflrt fl£ r u	E	✓	
28.	K r £ r vsvflw£ yv ty fl r£ r u rflv	E	✓	
29.	M " " £" v yv £ w M £ a w £ rflNv vfl " v s v flvr u yv	E	✓	
30.	K v v wy "	E	✓	✓

Leicester City School Sport and Physical Activity Network (SSPAN)



- 27 Secondary Schools
- 7 All-Through Schools
- 67 Primary Schools
- 9 Junior Schools
- 9 Infant Schools
- 8 Special Schools

* Non-member Schools