

Person Specification

Inclusion Manager

	Essential	Desirable
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> GCSE English and Maths A* - C or equivalent. Level 3 qualification in Supporting Teaching and Learning (or equivalent). Evidence of continuing professional development. 	<ul style="list-style-type: none"> Level 3 Safeguarding Training Other professional qualifications / qualifications in child development. First Aid training.
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> Strong evidence of a depth of experience in an educational environment. Knowledge of successful strategies for improving the quality of provision, learning and progress for all pupils, including those with SEND and vulnerable pupils. Good knowledge/understanding of current thinking and practice in education. Evidence of strong behaviour management and good understanding of positive behaviour approaches. Strong personal literacy skills. 	<ul style="list-style-type: none"> Ability to bring experiences to the school which enrich and enhance the community. Knowledge of government inclusion agenda. Experience of multi-agency working. Evidence of ability to use Microsoft Office and MIS systems. Training in / experience of delivering a range of interventions to accelerate progress.
Skills & Abilities	<ul style="list-style-type: none"> Ability to stay calm under pressure and meet deadlines. Ability to be self-directed and manage own workload. Ability to work within a team. Good organisational skills. Confidence to work with a wide range of people and abilities. Ability to promote a positive ethos and role model positive attributes. 	<ul style="list-style-type: none"> An awareness of the factors which affect the way people learn. Ability to think creatively and contribute new ideas.
Personal Qualities & Attributes	<ul style="list-style-type: none"> Ability to communicate effectively and concisely. Ability to build effective working relationships with students and colleagues. Clear commitment to safeguarding and ensuring the wellbeing of all young people. Resilience, clarity and drive. Ability to reflect on and improve 	

	own practice.	
Commitment To	<ul style="list-style-type: none"> • Commitment to personal continuous professional development. • Diversity and equality of opportunity. 	
Attendance	<ul style="list-style-type: none"> • A good attendance record in current employment, (not including absences due to disability). 	

****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***