



ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST
SERVICE EXCELLENCE RESPECT FAITH

Person Specification for Inclusion Manager

The governors are looking to appoint someone with the following qualities, characteristics and experience to be the Inclusion Manager at our school.
The successful candidate(s) will:

Essential	Desirable
Qualifications	
GCSEs, including English and Maths (or equivalent)	First Aid qualification
	Level Three qualification (e.g. A 'Levels, NVQ etc.)
Experience	
Significant knowledge and/or experience of working with children, young people, parents and families	Experience of a similar role in a school or education environment
Experience of liaising and building relations with other professionals	Experience of working with children/young people with Special Educational Needs and Disabilities and of removing barriers to learning
Experience of working as part of a high performing team	Experience of using a school management information system (e.g. SIMs)
	Experience of using CPOMs
	Experience of intervention mapping systems
	Experience of line managing other members of staff, including conducting appraisals
Knowledge and understanding	
Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people	An understanding of legislation relating to young people with SEND (e.g. SEND Code of Practice, Children and Families Act)
Knowledge of Keeping Children Safe in Education and safeguarding in schools	Understanding of the graduated approach to SEND
	Knowledge of external agencies in the local area who may be called on for support
Skills	
Have very good communication and interpersonal skills and be able to work as part of a team	Be able to use technology efficiently and effectively to ensure the smooth running of a department
Organisation skills and the ability to prioritise workload and meet deadlines	Tailoring plans and interventions to individual pupils
The ability to remain calm under pressure and be resilient	Assessment and other data analysis and tracking
Set consistently high expectations of self and others	Assessment of individual pupils

A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills	
Be in sympathy with and able to support the school's vision and values, and be sympathetic to and supportive of its Christian ethos	
Be active in promoting and safeguarding the welfare of our pupils at all times	
Have the ability to be flexible and respond to changing circumstances	

The successful candidate will be required to undergo a full DBS check prior to taking up this post.