

Person Specification

Inclusion Officer (Alternative Provision)



MALTBYLEARNINGTRUST
Exceptional Experiences. Successful Lives.

	Essential	Desirable
Qualifications and training	- GCSE English and Mathematics or equivalent qualification. - Evidence of ability to use the Microsoft Office Suite and the Internet.	- Evidence of further study. - Up to date First Aid training. - Safeguarding training. - A full driving license.
Experience, knowledge and understanding	- Experience of working effectively with children with SEMH/SEND. - Experience of working in an environment where high level literacy and numeracy skills have been demonstrated. - Previous experience of working in an educational environment supporting students with SEMH/SEND needs and or challenging behaviours. - An awareness of good practice in supporting individual needs and providing appropriate curriculum provision and intervention.	- Able to bring experiences to school which enrich and enhance the learning community. - Experience of using SIMS/Bromcom. - Experience of working with Looked After Children and associated agencies.
Skills and abilities	- Ability to stay calm under pressure and meet deadlines. - Ability to be self-directed. - High level organisational skills. - Confidence to work with a wide range of people. - A professional approach borne out of confidence and effectiveness in role. - Flexibility in undertaking tasks. - Ability to confidently manage students with SEMH/SEND needs. - A student-centred professional. - Well-developed ICT skills and knowledge of how technologies can be used to transform learning.	
Personal qualities and attributes	- Ability to communicate effectively and concisely. - Ability to build and maintain effective lines of communication with key stakeholders including parents and professionals. - Ability to build effective working relationships with students and colleagues. - High standards and expectations of self and others. - A commitment to securing the best for young people.	

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Behaviour	• Role model best practice. • Resilience, clarity and drive. • Maintain a positive attitude and calm demeanour.	
Commitment to	• Continued professional and personal development. • Developing others to achieve success. • Raising standards of student performance. • Community liaison including parental and business involvement. • Diversity and equality of opportunity in all working practices. • Supporting students to develop strategies to build resilience.	
Attendance	• A good attendance record in current employment, (not including absences due to disability).	
Written application	• A well-constructed and concise application showing evidence of knowledge, planning and enthusiasm for the role and for the Academy within the Maltby Learning Trust.	

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