



Person Specification

Inclusion Officer

Requirement	Essential	Desirable
Qualification	Educated to NVQ Level 2 or equivalent	Higher qualifications in education, child development, or related fields
Experience	Experience working with children or young people, particularly those with emotional, social, or behavioural difficulties	Experience working within a school setting, particularly in a pastoral or inclusion role Experience in safeguarding roles within an educational setting
Knowledge	Familiarity with general school policies and procedures; Knowledge of child development and behaviour management strategies	Knowledge of the Common Assessment Framework (CAF) process and multi-agency collaboration
Skills	Excellent communication skills (both written and verbal); Ability to build positive relationships with students, staff, and parents/carers Strong organisational skills; Ability to manage time effectively and handle multiple tasks Ability to work independently as well as part of a team; Ability to motivate and support students	Experience with restorative practices and conflict resolution Experience in managing a resource room or similar environment Experience in mentoring or guiding young people
Behaviour Management	Proven ability to manage challenging behaviour and promote positive attitudes	Training in specific behaviour management techniques
Personal Qualities	Compassionate and empathetic; Adaptable and flexible approach; Ability to maintain confidentiality	Innovative approach to student engagement and inclusion