

Person Specification – Seclusion Manager

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart appearance • Presence and confidence 		Application Form
Qualifications	<ul style="list-style-type: none"> • Good ICT skills with the willingness and capacity to further develop these in post • Sound numeracy and literacy skills (at least equivalent of GCSE Grade C or above) 	<ul style="list-style-type: none"> • HSW First Aid Certificate • Evidence of study post 16 	Application Form and Interview
Experience	<ul style="list-style-type: none"> • Demonstrable willingness and ability to deal with challenging behaviour • Proven experience of the ability to work collaboratively as part of a team • Experience of working in a high pressure environment • Experience of working with young people aged 11-16 • Experience of working with young people who present with challenging behaviour 	<ul style="list-style-type: none"> • Broader interests that could support the academy in providing opportunities for learning outside the classroom • Prior work/voluntary experience within a different professional field • Experience of working directly with young people in a secondary school environment 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities. 	<ul style="list-style-type: none"> • Restraint training/MAPA training • First aid trained 	Application Form and Interview.
Special Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of safeguarding children in education. 		Application Form and Interview

	<ul style="list-style-type: none"> • Ability to build positive relationships with young people, regardless of disposition • Demonstrable ability to safeguard others • Ability to build and maintain successful relationships with students treat them consistently, with respect and consideration and demonstrate concern for their development as learners. • Good communication skills • Ability to relate to families and other professionals 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced DBS Check confirming the appointee is not on the Children's Barred list. • This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role. • Inline with the latest KCSIE guidance an online check will be carried out for all shortlisted applicants 	•	Application Form
Behavioural Competencies		Indicators of Effective Performance	
Building and Managing Relationships Developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.		Level 1 ✓ Builds rapport quickly with people at all levels and backgrounds through humour, empathy and routinely treating all with mutual respect ✓ Actively listens to others and is open to their ideas. ✓ Identifies and resolves conflict between self and others. ✓ Makes others feel comfortable and respected by being positive and friendly. ✓ Shares information openly with colleagues and within and outside own team.	
Decision Making			

<p>Forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.</p>	<ul style="list-style-type: none"> ✓ Takes personal accountability for own decisions. ✓ Makes straightforward decisions to progress own work. ✓ Asks others for input, recognising the benefit of more than one perspective where appropriate ✓ Understands which decisions are within own area of responsibility and which to pass to others. ✓ Understands the risks associated with decisions, informing others of these risks.
<p>Problem Solving Analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.</p>	<ul style="list-style-type: none"> ✓ Breaks down work issues, seeking further information if necessary. ✓ Provides workable solutions to solve immediate work problems. ✓ Makes suggestions and implements improvements to personal work processes. ✓ Actively supports new initiatives and tries different ways of doing things. ✓ Learns from others' experiences.
<p>Responding to Pressure and Change Being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.</p>	<ul style="list-style-type: none"> ✓ Stays calm in pressurised and demanding situations demonstrating personal resilience ✓ Responds flexibly to changing circumstances. ✓ Recognises when unable to cope and asks others for help. ✓ Demonstrates openness to changing work priorities and deadlines. ✓ Maintains personal well-being and achieves a balance between work and home life.

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.