



## Person Specification

**Job Title:** Inclusion Officer

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths, or equivalent	✓	
NVQ Level 3 or equivalent in youth and community work or other related area	✓	
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of working within a school environment	✓	
Experience of working with children with vulnerabilities and SEN	✓	
Experience of working with children with behaviour difficulties		✓
Experience and understanding of safeguarding and child protection Issues	✓	
Skills		
Ability to effectively communicate with a wide range of audiences	✓	
Ability to track data and analyse data to identify students that require intervention	✓	
Ability to support the most disadvantaged to ensure full inclusive practice	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Ability to organise events and training		✓
Creative in problem solving together with willingness to take on and try new approaches and ideas	✓	
Understanding of the JCQ Exam Access Arrangement procedures	✓	

Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
<b>Other</b>		
Satisfactory DBS check	✓	