

**PERSON SPECIFICATION
Inclusion Officer**

Category	Essential	Desirable	Evidence From:
<p align="center">QUALIFICATIONS</p> GCSE English and Maths: Grade C (or equivalent) Further Qualifications in the field of SEMH / Education Intervention and De-escalation Skills, backed up by a Qualification (or willing to undertake training)	✓ ✓	✓	Application form and Certificates
<p align="center">EXPERIENCE</p> IT skills in Microsoft Office/Excel or similar Previous experience of working with young people Previous experience of working with young people who demonstrate a Trauma / ACE related presentation Previous experience of working in a school	✓ ✓	✓ ✓	Application form
<p align="center">SKILLS</p> Very good interpersonal and communication skills The ability to prioritise Ability to maintain and demonstrate resilience, understanding and positive thinking when working with challenging pupils. Full clean driving licence, use of own car, business use insurance	✓ ✓ ✓ ✓		Application form and interview
<p align="center">QUALITIES</p> Ability to be an active and full member of a team Sense of humour Commitment to staff development	✓ ✓ ✓		Interview
<p align="center">APTITUDE</p> Demonstrate strong empathy for young people Understand all interactions as part of a model for Wellbeing, making best interest decisions to support young people	✓ ✓		Application form and Interview

Oak Academy

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