

Person Specification – Inclusion Lead

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Relevant professional qualifications which support the expertise of safeguarding field (ie Social Services, Police, NHS or working with Children).	E	✓	
Willing to undertake personal development through training and other learning activities.	E	✓	✓
Degree or Higher Education qualifications (or equivalent).	E	✓	✓
Level 3 Safeguarding training, or willingness to undertake.	E	✓	✓
Experience:			
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda.	E	✓	
Evidence of appropriate professional development within inclusion.	E	✓	
Evidence of recent experience of working within the field of inclusion.	E	✓	✓
Evidence of recent experience of setting up and running interventions and workshops for young people.	E	✓	
Evidence of recent experience of monitoring the impact of interventions and workshops.	E	✓	
Substantial and current experience of leading staff and/or teams in relation to inclusion.	D	✓	✓
Ability to demonstrate successful/effective leadership in a College in a similar community/facing similar challenges.	D	✓	
Demonstrate experience in an active involvement in working with a range of external agencies, policies and protocols.	D	✓	✓
Experience of and the ability to contribute to staff development across the secondary range.	D	✓	✓
Experience of working within a wider network.	D	✓	✓
Experience of successfully managing and motivating a team.	D	✓	✓
Knowledge, Skills and Abilities:			
A knowledge and understanding of inclusion in relation to the education sector, secondary phase.	E	✓	✓
The ability to effectively use College systems and policies to monitor and support the inclusion and welfare of all students at the College.	E	✓	✓
Ability to use HR policies when managing a team or a willingness to undertake training.	E	✓	✓
Experience/training in CPOMS.	D	✓	✓
Ability to demonstrate an understanding, awareness and empathy for the needs of the students at their College and how these could be met.	E	✓	✓
Excellent written and oral communication skills.	E	✓	✓

To be a leader of education by, professionally demonstrating, promoting and encouraging effective student wellbeing at all times.	E	✓	✓
To be committed and hardworking.	E	✓	✓
Set high expectations which inspire, motivate and challenge students.	E		✓
Excellent understanding of SEND policies and procedures.	D	✓	✓
Ability to promote good progress and outcomes by students.	E	✓	✓
Ability to inspire trust in the College community.	E		✓
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people.	E	✓	✓
Build and maintain quality relationships through interpersonal skills and effective communication.	E	✓	✓
Demonstrate personal and professional integrity, including modelling values and vision.	E	✓	✓
To respect and uphold confidentiality at all times.	E	✓	✓
Prioritise, plan and organise yourself and others.	E	✓	✓
Ability to manage and resolve conflict.	E	✓	✓
Demonstrate a capacity for sustained hard work with energy and vigour.	E	✓	✓
To be flexible and pro-active towards changes in day-to-day working arrangements.	E	✓	✓
Good organisational skills including the ability to prioritise case load.	E	✓	✓
Excellent interpersonal and teamwork skills.	E	✓	✓
Ability to work both under instruction and on own initiative.	E	✓	
A proactive and professional approach.	E	✓	✓
Further Requirements:			
Ability to work as part of a team or alone if necessary.	D	✓	✓
Discrete and able to maintain the confidentiality of information.	E		✓
Knowledge and foundation understanding of Safeguarding and the welfare of children and young persons.	E	✓	✓
Willingness to undertake development and training relevant to the role, when required.	D		✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Job Description produced by the SENDCo and Executive Head teacher, September 2023