



Person Specification for Inclusion Manager

Attributes	Competency
<p>Qualifications, knowledge and training</p>	<p>Essential</p> <ul style="list-style-type: none"> • Education to at least GCSE level including English Language & Mathematics A*-C or 9-4 • Ability to undertake further training and development as required • Understanding of your own position within the school and the wider community <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of alternative provision • Knowledge of secondary school curriculum • Foundation knowledge and understanding of safeguarding protocols • Effective use of ICT to support the role • Knowledge of the Ofsted framework • Knowledge of using Management Information Systems • Experience of working with alternative providers • Child Protection Training • Knowledge of educational and organisational developments
<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Minimum 2 years' experience of working with children in an educational setting or similar • Working knowledge of relevant policies/codes of practice/legislation • Experience of successfully implementing and using behaviour management strategies • Confident to manage challenging situations and manage conflict. • Excellent communication skills when dealing with pupils, parents/carers and other professionals, verbal and written • Experience of maintaining accurate records <p>Desirable</p> <ul style="list-style-type: none"> • Recent experience of working in a secondary school environment • Providing excellent support to pupils in order to achieve high attendance across all year groups • Experience of liaising and developing links with external agencies • Experience of restorative practice
<p>Special Aptitudes</p>	<p>Essential</p> <ul style="list-style-type: none"> • Understanding of the need to communicate effectively and work empathetically and confidentially with people, including pupils and their families • Ability to build trust and respect with individuals within and beyond the organisation • Dealing with complex behaviour/emotional needs • Ability to work constructively as part of a team and collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice • Excellent interpersonal skills • An enthusiastic and positive attitude to all aspects of the role • Ability to use own initiative in undertaking tasks • Ability to work with a wide range of people and services • Ability to identify priorities quickly and accurately and to ensure that deadlines are met • Calm and diplomatic under pressure

	<ul style="list-style-type: none">• An understanding of and empathy with issues faced by pupils, families and the wider community• Able to contribute effectively to the decision making of others and make own decisions which are informed by dialogues, debate and ethical considerations• Effectively implements new ideas and methods to adapt working practices <p>Desirable</p> <ul style="list-style-type: none">• Experience of networking effectively
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