**Person Specification: Manager of Inclusion, Safeguarding and Attendance**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:**GCSE English & Maths or equivalent Further relevant professional qualifications |  | Application Form Interview ReferencesProof of Qualifications |
| **Experience:** Previous experience of working in a school Previous experience in a Pastoral/Education Social Worker rolePrevious leadership experience e.g. leading a team |  | Application form Interview References |
| **Skills and ability:**Good IT skills in Microsoft Word / Excel, and emailAbility to maintain thorough and accurate recordsAbility to prioritise work and multi-task |  | InterviewApplication Form References |
| **Disposition/Attitude:**Alignment to the values and ethos of United Learning.Good interpersonal skills and an ability to communicate effectively with students, staff and parentsGood organisation and time-management skillsAbility to work professionally and with confidentiality where requiredStrong role model to studentsTeam playerHigh expectations of studentsCompleter finisherProactive and committedGood decision making skillsAttention to detailCaring and morally grounded |  | Interview References |
| **Commitment and other requirements:**Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Excellent attendance record. |  | Application form Interview References |