**Inclusion & Safeguarding Officer**

March 2019

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| **Qualifications** | * 5+ GCSE A\* - G (or equivalent) including English and Mathematics. | * 5+ GCSE A\* - C (or equivalent) including English and Mathematics. * A degree or higher-level qualification in a relevant subject. | * Application * References |
| **Knowledge and skills** | * Knowledge of safeguarding issues surrounding children. * Knowledge of the SEND challenges faced by young people. * Knowledge of the social, emotional and mental health needs of young people. * Knowledge of EHCP & SEMH processes. * Knowledge of how to deescalate behaviour incidents * Knowledge of how to track student academic progress. * Good ICT skills | * A good understanding of Positive Discipline. * An understanding of alternative provisions available in Leeds. * Knowledge of the fair access process in Leeds. | * Application * References * Teaching exercise * Interview and practical activities |
| **Experience** | * Recent experience working in a secondary school. * Experience supporting students to improve behaviours. * Experience managing matters of inclusion and safeguarding in a secondary school. * Experience as a ‘Designated Safeguarding person’ * Experience working within the inclusion team of a large secondary school. * Experience working with primary schools to support transition. * Experience responding to complaints from parents. | * Experience supporting students to overcome personal barriers to academic success. * Experience working with a variety of external agencies to support young people. | * Application * References * Interview and practical activities |
| **Continuous Professional Development** | * Evidence of commitment to continuing professional development. * Experience providing training to others. |  | * Application |
| **Personal Qualities** | * A passion for education and making a difference. * Excellent communicator. * Effective team member. * Drive and determination. * Ambition. * Energy, enthusiasm, sense of humour. * Willingness to contribute to the wider life of the Academy. |  | * Application * References * Interview and practical activities |