



Many Minds One Heart

Northfield School & Sports College

Person Specification

Job Title: Inclusion Manager
Responsible To: Assistant Headteacher
Grade: J (point 23 – 26)

1. Qualifications and Training	Essential/Desirable	Source of Evidence
<ul style="list-style-type: none">• A good standard of education to at least GCSE Grade C level or equivalent in English and Mathematics or	E	Application Form/ Written Reference
<ul style="list-style-type: none">• NVQ Level 3 or equivalent	E	
<ul style="list-style-type: none">• Evidence of further training and development in this field	D	
2. Experience	Essential/Desirable	Source of Evidence
<ul style="list-style-type: none">• Relevant experience of working with children or young people who are vulnerable or disaffected	E	Application Form/Written Reference/Selection Activity/Formal Interview
<ul style="list-style-type: none">• Relevant experience of supporting the social, emotional and educational development of pupils	E	
<ul style="list-style-type: none">• Experience of dealing with difficult and challenging behaviour	E	
<ul style="list-style-type: none">• Relevant experience of working within a main stream education environment	D	
<ul style="list-style-type: none">• Experience of working with or in alternative provision.	D	

3. Professional Knowledge	Essential/Desirable	Source of Evidence
• An understanding of young people's social, emotional and educational development needs	E	Letter of Application/Formal Interview/Selection Activity
• Knowledge of current child protection and safeguarding practice	E	
• An understanding of the learning environment in which schools operate, including health and social care issues	D	
• Participation on courses relevant to supporting pupils who experience emotional and behavioural difficulties	D	
4. Professional Skills	Essential/Desirable	Source of Evidence
• Ability to work constructively as part of a team and on your own	E	Letter of Application/Formal Interview/Selection Activity
• Ability to be self-managing, and prioritise workloads effectively using one's own initiative	E	
• Experience of organising workshops activities & delivering learning experiences	E	
• Positive approach to problem solving	E	
• Development planning, report writing and record keeping		
• Able to use a range of standard computer applications (including Excel, Outlook and Word)	E	
• Good written and oral communication skills	E	
• Working knowledge of SIMS and CPOMS	D	

5. Personal Attributes	Essential/Desirable	Source of Evidence
• Adaptability and a flexible approach	E	Letter of Application/Formal Interview/Selection Activity
• Team player who works effectively with other colleagues	E	
• Calm under pressure	E	
• Resilience	E	
• Ability to uphold our core values of respect, honesty and resilience	E	
6. Communication	Essential/Desirable	Source of Evidence
• Maintaining confidentiality	E	Letter of Application/ Formal Interview/Selection Activity
• Excellent communication with all age groups and abilities, both oral and written	E	
• Ability to foster constructive relationships with, and gain the confidence of, young people, parents/carers and colleagues	E	
7. Personal	Essential/Desirable	Source of Evidence
Able to demonstrate a commitment to:		Letter of Application/ Formal Interview/Selection Activity
• Equal opportunity for all school users	E	
• Encouraging children to develop self-esteem and tolerance of others	E	
• Furthering your own professional knowledge, skills and experience.	E	

8. Safeguarding Children	Essential/Desirable	Source of Evidence
<ul style="list-style-type: none"> Able to form and maintain appropriate relationships and personal boundaries with children 	E	Selection Activity/Written
<ul style="list-style-type: none"> Has appropriate motivation to work with children and young people 	E	Reference/Formal
<ul style="list-style-type: none"> Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline 	E	Interview
<ul style="list-style-type: none"> Demonstrate commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education 	E	