



Person Specification

Job Title: Inclusion Co-ordinator

Qualifications	Essential	Desirable
Appropriate Degree		✓
Educated to A Level standard or above	✓	
NVQ Level 3 or equivalent in social care/child protection/safeguarding	✓	
Other safeguarding qualifications		✓
Evidence of appropriate continuing professional development		✓
Experience		
Experience in a management role	✓	
Experience of working with other agencies	✓	
At least 3 years' experience of working with young people and families in SEND/Inclusion setting		✓
Experience in coordinating and chairing meetings	✓	
Experience in the management and coordination of safeguarding of young people	✓	
Knowledge of processes of report writing and record keeping	✓	
Experience of working with secondary age students	✓	
Experience of leading a team of staff	✓	
Working knowledge of SEND	✓	
Skills		
Ability to communicate with all staff and promote safeguarding and care of students across the whole community	✓	

Ability to track data and monitor progress of students who are vulnerable or who have care plans	✓	
Skills in professional report writing	✓	
Able to work under pressure and to tight timelines	✓	
Ability to coordinate and chair meetings	✓	
To be able to undertake quality assurance processes to improve the quality of care and safeguarding		✓
Excellent oral communication	✓	
Ability to liaise effectively with parents and other adults	✓	
Ability to use ICT	✓	
Ability to document and implement policies to comply with the changing legislation		✓
Awareness of whole school and wider educational issues		✓
Able to use student level data to raise standards	✓	
Creative in problem solving together with a willingness to take on and try new approaches and ideas	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Able to communicate both orally and in writing to students and their parents	✓	
Inter-personal Qualities		
To be able to lead a team effectively	✓	
A willingness to be involved in school life	✓	
A commitment to on-going professional development	✓	
To work with colleagues to plan effective department/school improvement work	✓	
High expectations of pupil achievements	✓	
The ability to inspire, motivate and enable staff	✓	

Other		
Satisfactory DBS check	✓	