

Person Specification

Job Title: Inclusion Co-ordinator

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| <u>Qualifications</u> | | |
| 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 | | ✓ |
| <u>Experience</u> | | |
| 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 | ✓ | |
| <u>Skills</u> | | |
| 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 | ✓ | |

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| Skills in professional report writing | ✓ | |
| Able to work under pressure and to tight time lines | ✓ | |
| 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 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 | ✓ | |
| <u>Inter-personal qualities</u> | | |
| 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 dept/school improvement work | ✓ | |
| High expectations of pupil achievement | ✓ | |
| The ability to inspire, motivate and enable staff | ✓ | |
| <u>Other</u> | | |
| Satisfactory Enhanced Criminal Records Disclosure | ✓ | |
| Assessed and Advised by Health and Wellbeing | ✓ | |