

Person Specification

Job Title: Inclusion Coordinator

Knowledge, skills and experience requirements for the post.	Essential	Desirable
Qualifications		
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 5 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	✓	
Experience of writing CAFS and TAC working		✓
Experience of rigorous application of QA procedures		✓
Skills		
Ability to communicate with all staff and promote safeguarding and care of students across the whole community	✓	
Ability to manage and track the training of all staff around safeguarding		✓
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 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		✓
• Ability to undertake risk assessments linked to safeguarding issues		✓
• Awareness of whole school and wider educational issues		✓
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 dept/school improvement work	✓	
High expectations of pupil achievement	✓	
The ability to inspire, motivate and enable staff	✓	