

PERSON SPECIFICATION



JOB TITLE: Assistant Inclusion Manager

Area	Details	Essential requirements
Education & Qualifications	Required qualifications for this role	Have GCSE / O-Level Grades A* to C in English and Maths or equivalent. GCSE English & Maths Level 4 or above
Experience & Knowledge	Specific knowledge / experience required for the role	<p>Demonstrable knowledge of SEND, how they impact students in school and strategies to support students with SEND.</p> <p>Experience of EHC/Statement review process and procedures in line with the new code of practice.</p> <p>Have experience of working within an educational setting with young people with SEND</p> <p>Have experience of working in an office or school environment.</p> <p>Have knowledge of relevant safeguarding/child protection legislation and best practice.</p> <p>Be able to use Word, Excel and Outlook to an enhanced level. Experience with Google packages such as Google doc, Gmail and Google sheets (preferred not essential.)</p>
Skills	Specific skills required for the role	<p>Have experience of Sims Database, and other educational platforms.</p> <p>Able to form appropriate relationships with young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Appropriate attitudes to use of authority and maintaining discipline.</p> <p>Have effective written and oral communication skills.</p> <p>Have excellent inter-personal skills, ability to work collaboratively and also lead a team.</p> <p>Be self-motivated, self-reliant and well organised.</p> <p>Be able to cope with conflicting demands, deadlines and interruptions.</p> <p>Be able to work on their own initiative and be a good team player.</p>
Personal Attributes		<p>Good organisational skills</p> <p>Ability to work as part of a team</p> <p>Ability to work under pressure</p> <p>Ability to communicate verbally and in writing with a range of people including parent/carers, staff, governors, visitors.</p> <p>Commitment to the pursuit of excellence in academic achievement, extra-curricular contribution and behavioural standards.</p>