

PERSON SPECIFICATION- Inclusion Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

| Qualifications & Training | Essential/Desirable | How Identified |
|--|----------------------------|--|
| <input type="checkbox"/> A Level or equivalent qualification | E | Application form/Interview/ Task (if applicable) |
| <input type="checkbox"/> GCSE Maths and English (Grade C or above) | E | |
| Knowledge & Experience | Essential/Desirable | How Identified |
| <input type="checkbox"/> Excellent understanding of data | D | Application form/Interview/ Task (if applicable) |
| <input type="checkbox"/> Experience of working with young people | E | |
| <input type="checkbox"/> Experience of delivering activities and sessions for young people | D | |
| <input type="checkbox"/> Experience of working with challenging communities | D | |
| <input type="checkbox"/> Knowledge of de-escalation strategies and restorative processes | D | |
| <input type="checkbox"/> Experience of managing young people who display challenging behaviours | D | |
| Skills & Key Criteria | Essential/Desirable | How Identified |
| <input type="checkbox"/> Strong written and oral communication | E | Application form/Interview/ Task (if applicable) |
| <input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines | E | |
| <input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy | E | |
| <input type="checkbox"/> Ability to present confidently to a diverse range of people | E | |
| <input type="checkbox"/> Able to establish good working relationships | E | |
| <input type="checkbox"/> An understanding of the importance of confidentiality and discretion | E | |
| Personal Attributes | Essential/Desirable | How Identified |
| <input type="checkbox"/> A supportive and co-operative team member | E | Application form/Interview/ |
| <input type="checkbox"/> Standards driven | E | |
| <input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs | E | |

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|---|----------------------------|---|
| <input type="checkbox"/> Ability to travel to multi-site locations across the Trust | D | Task (if applicable) |
| <input type="checkbox"/> Be motivated to continually improve standards and achieve excellence | E | |
| <input type="checkbox"/> Able to follow instructions accurately but make good judgments and lead when required | E | |
| Equal Opportunities | Essential/Desirable | How Identified |
| <input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community | E | Application form/Interview/Task (if applicable) |
| <input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context | E | |
| Safeguarding | Essential/Desirable | How Identified |
| <input type="checkbox"/> Commitment to the protection and safeguarding of children and young people | E | Application form/Interview/Task (if applicable) |
| <input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people | D | |