

**CHILDREN’S SERVICES**

**PERSON SPECIFICATION**

**POST TITLE:** Inclusion Support Manager

**GRADE:** Band 6

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|  | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** | * Advanced Level qualification or equivalent qualification relevant to the post
* Grade C or above in English and Mathematics
 | * Evidence of further professional development
* First Aid qualification / certificate
 | * Application form
* Certificates
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| **Work Experience** | * Recent experience of supporting children in a school environment for at least two years
* Experience of using pupil data to inform intervention strategies
* Experience of supporting children with behavioural and pastoral issues
* Experience of developing behaviour management systems and strategies
* Experience of liaising with, and supporting, parents/carers
 | * Experience of managing an inclusion room / centre
* Experience of working in a pastoral team in a secondary school
 | * Application form
* Interview
* References
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| **Skills** | * Knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Ability to form positive relationships with staff and pupils
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to work constructively as part of a team
 |  | * Application Form
* Interview
* References
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| **Disposition** | * Flexible and adaptable to changing circumstances
* Committed to the principles of equality and diversity
* Ability to work under pressure
* A positive outlook and a sense of humour
* Committed to securing the very best outcomes for children and young people
 |  | * Interview
* References
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| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service
 |  | * DBS check
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