

Person Specification for Inclusion Manager

	Essential	Desirable	Recruiting method
Education and Training	<ul style="list-style-type: none"> GCSE or equivalent at grade C or above in Literacy and Numeracy. Level 3 NVQ, equivalent or above in Childcare/Education or two years minimum experience in a similar role (within the last 5 years) with evidence of INSET successfully undertaken. TIS/THRIVE or similar training. 	<ul style="list-style-type: none"> Qualified Teacher Status SENDCo experience Team Teach or equivalent Children/Family Social Care qualifications and experience 	<ul style="list-style-type: none"> Application Certificates References Interview tasks
Skills and Experience	<ul style="list-style-type: none"> Experience of working with a wide range of children, families and carers. Proven ability in leading and supervising staff teams effectively and measuring outcomes. Proven ability in leading improvement projects effectively and measuring progress. An ability to contribute to assessment and monitoring of pupil progress. Commitment to the safeguarding, inclusion and welfare of all children. Commitment to raising standards. Good organisational & time management skills. Good communication & interpersonal skills. Ability to prioritise between different demands. Ability to take responsibility & work with autonomy within set boundaries. Ability to work collaboratively & effectively within a team. 	<ul style="list-style-type: none"> Experience of multi-agency working Experience of making referrals to other agencies A good working knowledge of the Primary National Curriculum Experience of leading and supporting Performance Management and CPD. 	<ul style="list-style-type: none"> Application Interview tasks References

Specialist Knowledge and Skills	<ul style="list-style-type: none"> • A proven track record of working with SEMH and SEN children across the primary age range, implementing strategies to raise self-esteem and wider social and emotional growth that enables them to access learning successfully. • The ability to plan and lead interventions. • A background in counselling, youth work, social services and education. • Experience of supporting children and families accessing Alternative Provision, on Reduced Timetables or at risk of exclusion. • Specialist behaviour management skills and knowledge at an advanced level, including de-escalation and the trained use of Physical Restraint Intervention and related record keeping. • Routinely models best practice in Thrive/TIS or similar. • Outstanding communicator, building trust and confidence with children, parents and staff. • Excellent people skills, motivating, inspiring and challenging adults, working cooperatively as a leader and a team member. • Confidence, clarity and decisiveness in making and carrying out decisions. • An ability to set and to work to deadlines. • The ability to compile reports and evidence for School Leaders and Governors. • The ability to use online platforms effectively and efficiently to share information with the Local Authority and external agencies. • Experience of maintaining accurate, timely and detailed records. • Experience of planning logistically for a team of staff, pupils and outcomes. • A clear understanding of confidentiality and GDPR. 	<ul style="list-style-type: none"> • Experience of coaching/ mentoring/ supporting colleagues. • A willingness to learn and continue to strive for excellence • Current First Aid training • Current minibs driver qualification • Current qualification to teach swimming • Experience of supporting pupil transition within and between settings. 	<ul style="list-style-type: none"> • Application • Interview tasks • References
Behaviours and Values	<ul style="list-style-type: none"> • Commitment to the school's Christian ethos & values • Models acceptable behaviours • Committed to providing excellent provision for all SEMH and SEND pupils and achieving high standards of pupil progress. • Takes personal responsibility for own work, own environment and own development. • Commitment to the school's role in the wider community and to all aspects of school life e.g. supporting clubs. 	<ul style="list-style-type: none"> • Interest in supporting an enriched curriculum through out-of-hours learning, educational visits and other school events & activities. • Interest in running extra-curricular activities. 	<ul style="list-style-type: none"> • Application • Interview task • References

Qualities	<ul style="list-style-type: none"> • A caring approach to working with children, parents, colleagues and the wider community whilst maintaining professional boundaries. • Confidentiality & professional discretion • Enthusiasm and energy • Flexibility and adaptability • Reliability & sense of initiative • An ability to remain resilient and positive in challenging situations. • Calmness and empathy. • Initiative. 		<ul style="list-style-type: none"> • Application • Interview • References

Special Conditions related to the post

Archbishop Benson Primary School is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	<p>Please return the application form attached to the job advert to mlaw@archbishop-benson.cornwall.sch.uk outlining previous experiences and skills pertinent to the role.</p> <p>Those applicants called for interview will have been shortlisted against the criteria in the Person Specification.</p>
Contact details:	<p>Address: Archbishop Benson C of E Primary School, Bodmin Road, Truro, TR1 1BN Tel: 01872 273185 E-mail: mlaw@archbishop-benson.cornwall.sch.uk</p>
Closing date:	Midnight, Sunday 7 th June 2020