

INCLUSION MANAGER
PERSON SPECIFICATION
Saints Peter and Paul Catholic High School

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND EXPERIENCE		
Degree or relevant professional qualifications	✓	
Mental Health First Aid training or willingness to undertake	✓	
Experience liaising/referral with external agencies to support assessment and/or support beyond the school setting	✓	
Experience of delivering effective interventions with individual students and small groups	✓	
Experience of leading or contributing to an Education, health care plan	✓	
Very sound literacy and numeracy skills	✓	
STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL		
The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies and the local community	✓	
The commitment to develop a positive, diverse and inclusive Christian ethos which values each individual and challenges any form of discrimination.	✓	
Knowledge of recent educational thinking and developments and how they may impact on our provision and students	✓	
LEADERSHIP AND MANAGEMENT		
Proactive, self-motivating ability to work independently and in liaison with other colleagues	✓	
Higher order communications skills to appropriately reach a wide variety of audiences	✓	
Ability to handle data, track and analyse impact and progress; and prepare reports	✓	

for a variety of audiences.		
The ability to lead, motivate and manage staff effectively and work as a team member.	✓	
The ability to self-motivate, use initiative and lead pro-actively.	✓	
Excellent organisational skills and the ability to have a flexible and adaptable approach.	✓	
Excellent listening, written and oral communication skills, the ability to chair meetings, make presentations and to communicate effectively with students, parents, governors and staff.	✓	
The ability to manage time effectively.	✓	
PROFESSIONAL SKILLS AND QUALITIES		
Ability to build relationships, to challenge and nurture students and drive forward standards	✓	
Ability to be creative and engaging with students	✓	
Ability to assess students' needs and identify intervention strategies	✓	
An ability to use data to plan and differentiate for personalised learning		✓
High level of self-reflection to respond to emerging needs	✓	
Ability to collaborate across a number of faculties and departments	✓	
PERSONAL QUALITIES		
Open and engaging personality	✓	
Ability to work as part of a team in the formulation and review of policy	✓	
Ability to motivate others through personal influence and concern for individual needs.	✓	
Able to operate under pressure.	✓	
The drive and enthusiasm to make a substantial personal investment in all aspects of the life of the school	✓	
A commitment to school improvement driven by a clear, shared vision of the school's future.	✓	

Ability to conduct meetings productively, to present reports and communicate information coherently in both verbal and written forms.	✓	
An unceasingly optimistic approach and a sense of humour.	✓	