Personal Specification - Behaviour and Inclusion Support Manager

Qualifications

Criteria	Essential / Desirable
GCSE English at Grade 4 / C or above (or equivalent)	Essential
GCSE Mathematics at Grade 4 / C or above (or equivalent)	Essential
Willingness to undertake further training	Essential
Relevant qualification (education, youth work, pastoral support)	Desirable
Behaviour / safeguarding training (e.g. de-escalation)	Desirable

Experience

Criteria	Essential / Desirable
Experience working with secondary-age students	Essential
Experience supporting students with behavioural challenges	Desirable
Experience following policies and procedures	Essential
Experience in a secondary school or AP setting	Desirable
Experience analysing behaviour/attendance data	Desirable

Skills & Knowledge

Criteria	Essential / Desirable
Ability to build positive relationships with students and staff	Essential
Ability to manage challenging behaviour calmly and consistently	Essential
Strong organisation and time-management skills	Essential
Competent IT skills (Microsoft Office)	Essential
Ability to work independently and as part of a team	Essential
Understanding of safeguarding responsibilities	Essential
Knowledge of Behaviour for Learning approaches	Desirable
Understanding of SEND / SEMH and inclusion	Desirable
Knowledge of GDPR and data protection	Desirable

Personal Attributes

Criteria	Essential / Desirable
Calm, resilient and solution-focused	Essential
Fair, consistent, and professional approach	Essential
High levels of integrity and confidentiality	Essential
Commitment to diversity, equality, and inclusion	Essential
Willingness to engage in professional development	Essential
Confidence working with external agencies	Desirable

Safeguarding

Criteria	Essential / Desirable
Commitment to safeguarding and child welfare	Essential
Willingness to undergo enhanced DBS checks	Essential