

Inclusion Room Manager

Person Specification

Qualifications & Experience	Essential	Desirable
• Good standard of overall education	✓	
• ICT literate with the ability to use school ICT systems, tools and equipment for logging, monitoring and communication	✓	
• Relevant experience of working with students aged 11-16		✓
• Proven track record of working effectively with students who have challenging behaviour and barriers to learning		✓
• Safeguarding qualification		✓
Skills & Knowledge	Essential	Desirable
• Understanding of what is meant by safeguarding and the different ways in which children may be 'harmed'	✓	
• Understanding of Child Protection procedures	✓	
• Understanding of legislation and procedures relating to confidentiality	✓	
• Flexible & adaptable approach to supporting students and colleagues	✓	
• Ability to establish respectful & trusting relationships with students, parents/carers and other adults	✓	
• Ability to counsel students, staff and parents on welfare issues relating to students	✓	
• Ability to prepare summary information for meetings, write reports, routine letters and referral forms	✓	
• Experience in distinguishing between fact and opinion	✓	
• Knowledge and experience of devising restorative packages and interventions	✓	
• Working knowledge of the National Curriculum, Ordinarily Available and Inclusion strategies/methods	✓	
• Experience of using techniques to manage behaviour following an agreed ethos/approach and process	✓	
• Ability to prioritise and multi-task	✓	
• Understanding and awareness of religious/cultural differences	✓	
Personal	Essential	Desirable
• Ability to resolve day to day problems and manage challenging behaviour independently	✓	
• Remain calm under pressure and in challenging situations	✓	
• Strong Interpersonal Skills	✓	
• Professional, reliable and trustworthy	✓	
• Ability to work within a team	✓	
• Proactive approach		✓