

**PERSON SPECIFICATION
JOHN COLET SCHOOL
INCLUSION UNIT MANAGER**

Qualifications

- A Levels or a level 3 qualification or other appropriate qualification (highly desirable)

Previous Work Experience

- Worked in a secondary school or college setting (essential)
- Working knowledge of other stakeholders and external agencies that students (desirable)

Professional Knowledge Skills & Experience

- Worked with young people (essential)
- Knowledge of safeguarding in school (desirable)
- Worked with or at external agencies (desirable)

People Management Skills (all essential)

- Demonstrable ability and experience of leading a team
- Good communicator and listener
- Ability to keep calm and work to de-escalate challenging behaviour
- Fair but challenging so that high standards are achieved
- Able to work professionally with other stakeholders and external agencies

Other Personal Qualities (all essential)

- Organised with excellent time management skills
- Effective communication skills
- Working knowledge of Microsoft Office/ Google docs
- Ability to prioritise
- Has attention to detail
- Enjoys working with young people