



## PERSON SPECIFICATION

### Internal Inclusion Room Manager

| General heading                        | Detail                                        | Examples                                                                                                                                                                                                                                                                   |
|----------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Successful experience of working with children in an education, health or social care environment<br>Recent professional training in behaviour management and/or parent/carer support<br><b>e.g.</b> , Webster Stratton training<br>Education to NVQ level 4 or equivalent |
|                                        | Knowledge of relevant policies and procedures | Good working knowledge of policies relating to behaviour, inclusion and SEN                                                                                                                                                                                                |
|                                        | Literacy                                      | NVQ Level 4 in English or equivalent                                                                                                                                                                                                                                       |
|                                        | Numeracy                                      | NVQ Level 4 in Maths or equivalent                                                                                                                                                                                                                                         |
|                                        | Technology                                    | Ability to use ICT communication and administrative systems effectively                                                                                                                                                                                                    |
| <b>Communication</b>                   | Written                                       | Ability to write detailed and complex reports, plans, and letters                                                                                                                                                                                                          |
|                                        | Verbal                                        | Ability to use clear language to communicate information unambiguously<br>Ability to listen effectively                                                                                                                                                                    |
|                                        | Languages                                     | Specialist language/communication skills if appropriate                                                                                                                                                                                                                    |
|                                        | Negotiating                                   | Ability to negotiate effectively with adults and children and to exercise influence                                                                                                                                                                                        |
| <b>Working with children</b>           | Behaviour Management                          | Ability to demonstrate a range of highly effective behaviour management strategies                                                                                                                                                                                         |
|                                        | SEN                                           | Detailed knowledge of SEN strategies and policies, including IEPs, 'partnership plans' etc.                                                                                                                                                                                |
|                                        | Curriculum                                    | Knowledge and experience of developing individual education plans<br>Ability to create and deliver training and workshops for parents/carers                                                                                                                               |
|                                        | Child Development                             | Excellent understanding of child development and learning processes<br>Ability to assess progress and performance and recommend appropriate strategies to support development and inclusion                                                                                |
|                                        | Health & Well being                           | Understand and support the importance of physical and emotional wellbeing                                                                                                                                                                                                  |
| <b>Working with others</b>             | Working with partners                         | Ability to make a proactive contribution to the work of the team supporting children, their families and carers                                                                                                                                                            |

|                         |                                 |                                                                                                                                  |
|-------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|                         |                                 | Ability to work with parents and carers to improve support for children                                                          |
|                         | Relationships                   | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
|                         | Teamwork                        | Ability to make a distinctive contribution to the work of a team                                                                 |
|                         | Information                     | Contribute to the development and implementation of effective systems to share and safeguard information                         |
| <b>Responsibilities</b> | Organisational skills           | Excellent organisational skills<br>Ability to remain calm under pressure                                                         |
|                         | Line Management                 | Ability to manage and support the work of others                                                                                 |
|                         | Time Management                 | Ability to plan and manage own time effectively<br>Ability to meet deadlines                                                     |
|                         | Creativity                      | Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently                   |
| <b>General</b>          | Equalities                      | Display a sound understanding of equality issues                                                                                 |
|                         | Health & Safety                 | Good understanding of Health & Safety                                                                                            |
|                         | Child Protection                | Developed understanding and effective implementation of child protection procedures                                              |
|                         | Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality                                                |
|                         | CPD                             | Demonstrate a clear commitment to develop and learn in the role<br>Ability to effectively evaluate own performance               |

