

# **Job Specification for SENCO/Inclusion Manager**



## **Essential Qualifications and Experience:**

- At least 6 years teaching experience across a minimum of two Key stages.
- Qualified teacher status
- Experience of working with pupils with a wide variety of needs.
- Evidence of continuing professional development.
- Effective involvement with parents and the wider school community.
- Trained Designated Safeguarding Leadership.

## **Essential Skills, Knowledge and Understanding:**

- Highly effective and successful teacher.
- Excellent behaviour management.
- Demonstrable ability to lead whole school improvement in inclusion.
- Ability to inspire and enthuse others.
- Experience in using a wide range of whole school self -evaluation strategies including the analysis of data.
- An understanding of the school improvement cycle.
- Demonstrate high quality organisational and time management skills.
- Demonstrate very good interpersonal skills.
- Ability to provide effective feedback to colleagues.
- Good grasp of current educational issues and thinking.
- Knowledge of best practice in equal opportunities.
- Effective ICT skills to support teaching and management.
- Demonstrable ability to manage conflict.
- Understanding of the role of Governors.
- Experience line managing others and leading appraisals.

## **Essential Attitudes and Qualities:**

- High expectations of self and the whole school community.
- Commitment to working with vulnerable pupils and children with learning difficulties.
- Commitment to developing and engaging in partnerships, including parents, to improve outcomes for learners.
- Commitment to integrated practice.
- Commitment to the wider school through extra-curricular activities and the PTA.
- Maintain confidentiality and deal with situations sensitively.
- A good sense of humour and ability to establish a good work/life balance.

## **Safeguarding:**

- Display commitment to the protection and safeguarding of children and young people.
- Up to date knowledge and training in relation to the safeguarding of children and young people.

## **Desirable:**

- Experience of working with Governors.
- Experience of managing staff.
- Willingness to work in multi-agency teams.