

***‘Helping every person achieve things they never thought they could’***

**PERSON SPECIFICATION**

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| **Job Title** | **INCLUSION KEY WORKER** |

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post | X |  |
| Level 2 qualification in English and maths or equivalent |  | X |
| Level 3 Child Safeguarding qualification |  | X |

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| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of working in a school environment | X |  |
| Experience and knowledge of issues affecting students and young people and to offer supportive assistance | X |  |
| Record keeping | X |  |
| Report writing | X |  |
| Working knowledge of trauma informed practice  |  | X |
| Working knowledge of SEND |  | X |
| **SKILLS** | **ESSENTIAL** | $$DESIRABLE$$ |
| Ability to effectively communicate with a wide range of audiences,verbally and in writing | X |  |
| Excellent time management and organisation skills | X |  |
| Resilience and an ability to work in difficult situations, includingdealing with conflict | X |  |
| Ability to build effective working relationships with allstakeholders, including professionals, students and parents | X |  |
| Ability to undertake assessments and write reports to a highstandard | X |  |
| Ability to track data and monitor progress of students who are vulnerable or who have care plans | X |  |
| Ability to work well under pressure and manage competingdeadlines | X |  |
| Understanding of School child safeguarding procedures | X |  |
| Ability to use standard ICT packages including Microsoft Office |  | X |
| **OTHER** | **ESSENTIAL** | $$DESIRABLE$$ |
| Satisfactory DBS check | X |  |
| High expectations of student achievement | X |  |

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| **Date Person Specification prepared/updated** | July 2025 |
| **Person Specification prepared by** | Mr D Mckeon |