

## Person Specification

### All Saints Catholic High School

<b>Title of Post</b>	Inclusion and Safeguarding Manager
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#### Training and Qualifications

Criteria	Essential/ Desirable	Evidence
Level 3 qualification	E	A
Excellent numeracy and Literacy skills	E	A
Excellent organisational and ICT skills	E	A
Advanced Safeguarding Trained or commitment to undertake training when in post	E	A
Degree or equivalent Level 4 qualification	D	A
Experience of working with school data systems	D	A

#### Faith Commitment / Understanding

Criteria	Essential/ Desirable	Evidence
Commitment to the ethos and development of the Catholic school	E	A I R

#### Experience

Criteria	Essential/ Desirable	Evidence
Experience of working with young people in an educational setting and to have shown a strong interest and success in dealing with young people and their pastoral welfare	E	A I R
Experience of working as part of a team	E	A I R
Experience of working with challenging young people	D	A I R
Experience of liaising with a multidisciplinary team	D	A I R
Experience of a safeguarding role	D	A I R
Experience of working in a secondary school	D	A I R
Experience of monitoring students' attendance, behaviour and academic performance	D	A I R
Experience of mentoring young people	D	A I R
Experience of academic mentoring and developing intervention packages	D	A I R
Experience of using data to identify and track under-performing students	D	A I R
Experience of formulating and implementing policy and procedures	D	A I R
Experience of working with a range of stakeholders	D	A I R

## Knowledge/Skills

Criteria	Essential/ Desirable	Evidence
The ability to converse at ease with members of the public, students and families and provide advice and support in accurate spoken English is essential to this role	E	A I R
Understanding of and commitment to inclusive education	E	A I R
Understanding of the importance of monitoring attendance, behaviour and academic performance	E	A I R
Be able to promote high standards of behaviour and discipline with all students in the school and to have a strong public presence	E	A I R
Be able to develop and deliver CPD for other staff.	D	A I R

## Personal Qualities

Criteria	Essential/ Desirable	Evidence
A commitment to relational and restorative practice aligned to the ethos and values of our school.	E	
Be able to manage a demanding workload, meet deadlines and give freely of your time	E	
Models a positive mindset and models our values of Respect, Understanding, Affection and Humour in daily actions and interactions.	E	
Attention to detail and effective time management	E	

Key	
E	Essential
D	Desirable
A	Application Form
I	Interview
R	Reference