Norwood School – A Performing and Visual Arts College

Person Specification - Inclusion Officer and Deputy Designated Safeguarding Lead

It is anticipated that the successful candidate will possess and be able to demonstrate most of the following qualifications/aspects of professional development, experience, qualities and skills.

Qualifications and professional development

- GCSE English and Maths or equivalent
- Evidence of continuous professional development
- Additional relevant training and qualifications in safeguarding

Experience

- Evidence of impact on outcomes for SEND students in a school
- Experience of managing teams, coordinating, supporting and quality assurance of standards of SEND support and safeguarding
- Experience of working with young people aged 11-18
- Working knowledge of school-based systems and platforms for monitoring student progress

Knowledge

- Knowledge of key guidance and legislation pertinent to role, e.g. the SEND code of practice, relevant areas of the Ofsted framework, KCSIE
- Aptitude in handling administrative work
- Capacity to support staff and students in achieving good outcomes
- Ability to form positive and productive working relationships with staff and students
- Capacity for assessing and tracking student progress
- Ability to communicate effective strategies to support SEND/safeguarding in a way that is accessible for teaching staff
- Capacity to use ICT and other technologies to support student learning
- Ability to create an engaging, safe and productive learning environment
- Evidence of a strong commitment to equal opportunities
- Evidence of a strong commitment to equal safeguarding
- A capacity to promote and instill tolerance and respect in young people
- Able to communicate at a high standard to staff at all levels

Personal Values and Skills

- A commitment to a Quality First Teaching approach
- A commitment to keeping children safe
- Commitment towards the school's vision and values and the promotion of an inclusive, ambitious curriculum for all
- A commitment towards building strong, positive relationships with parents and other external stakeholders

In addition, the successful candidate will need:

- A commitment to equal opportunity and social inclusion
- Excellent attendance and punctuality
- Excellent personal presentation
- Humour, optimism, flexibility and ambition for self, students and staff
- Loyalty
- To be a team player