

Personal Specification Whitley Academy



Job Title: Inclusion Keyworker

Grade: Grade 5 – Term Time Only plus training days

Line Manager: Inclusion Team

Location: Whitley Academy

Essential	Desirable
At least 5 GCSE's	Degree or Other relevant professional qualification in Education or relevant subject area
At least three years' experience of work. Experience of working in an organisation supporting young people	Working with the behaviour management of young people
Understanding of the emotional and social pressures and issues acting on young people. Awareness of the national education agenda, including Pupil Premium, special needs and inclusion. Some understanding of KS4/KS3 curriculum issues	Evidence of training to meet these needs Mentoring Training
Ability to understand and interpret legislation that affects young people in relation to health, education and social services	Evidence of work involving such legislation
Ability to work firmly, flexibly and productively with students of all abilities and dispositions	Evidence of successful work with young people
Ability to work in partnership with parents and carers	Evidence of working in partnership with parents and carers
Ability to deal sensitively with people and to resolve conflicts	Conflict resolution experience
Ability to undertake assessments and formulate action plans	
Good interpersonal and communication skills both verbal and written	Ability to use ICT effectively
Ability to prioritise to take initiative, organise own work and be self-motivated	
Ability to represent the school in working with external organisations	Experience of working with partner organisations (eg Social Services, Health, Connexions, Education Welfare)
Ability to use systems of recording and reporting effectively	Evidence of using systems effectively
Honest and hard-working and the ability to work to deadlines	
Ability to be confident and discreet	

Essential characteristics for a Whitley Academy staff member:

- Resilience
- Passion about all young people's learning and having the chance to learn
- Enthusiasm for teaching and learning
- Positive outlook
- Team Player
- Advocacy for Whitley Academy students and their community
- Understanding of the difficulties some of our students may face

Special Requirements

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment

Updated: November 2017