

## Person Specification

<b>Academy :</b>	Leeds West Academy
<b>Job Title:</b>	<b>Behaviour Support Officer</b>

**You should be able to demonstrate that you meet the following criteria:**

**E = Essential**  
**D = Desirable**

**Measured by:**

**A. Application Form**  
**C. Interview**

**B. Test / Exercise**  
**D. References**

	<b>Qualifications</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>GCSE level of education grade C or equivalent (to include English and Maths)</li> </ul>	<b>A</b>
<b>E</b>	<ul style="list-style-type: none"> <li>A good level of appropriate ICT skills.</li> </ul>	<b>A</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Relevant qualification or experience</li> </ul>	<b>A</b>

	<b>Relevant Experience</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of supporting young learners in an organisational setting.</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of support students overcome a range of personal barriers to achieve academic success.</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of improving behaviour of groups of students</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of working constructively as part of a team.</li> </ul>	<b>A C D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Experience of working with pupils within an agreed behaviour management policy.</li> </ul>	<b>A C</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Experience of working with external agencies</li> </ul>	<b>A C</b>

	<b>Knowledge and Skills</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to develop positive relationships with a wide range of young people.</li> </ul>	<b>A C D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Strong interpersonal skills and ability to communicate effectively with children and adults</li> </ul>	<b>A C D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Good written and spoken communication skills.</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Good organisational skills.</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to keep accurate and up to date records, including using ICT to recording, monitoring &amp; reporting.</li> </ul>	<b>A C D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Emotional resilience in working with challenging behaviours; and attitudes to the use of authority and maintaining discipline.</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to identify potential barriers to learning and engage in strategies to overcome these barriers.</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Able to deal sensitively with people and achieve positive outcomes</li> </ul>	<b>A C</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application.</li> </ul>	<b>A D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Knowledge, understanding and commitment to safeguarding and promoting the welfare of students.</li> </ul>	<b>A C D</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate relationships and personal boundaries with students.</li> </ul>	<b>A D</b>

Additional		
E	• Commitment to continuing professional development	A C D
E	• All appointments are subject to an enhanced DBS Disclosure	A C
D	• Able to attend meetings outside of normal school hours	C