



**Great
Academy
Ashton**
Inspiring Greatness

Person specification: Emotional Health and Wellbeing Officer

	Essential	Desirable
Qualifications		
GCSE grade C/4 or above in Maths and English (or equivalent)	✓	
Educated to advanced level (Level 3 or 4) or above		✓
Experience		
Experience of using Microsoft Office Suite	✓	
Experience of working with young children and their families in a multicultural environment	✓	
Experience of developing and delivering individual education programmes for children with specific needs	✓	
Experience of developing and delivering individual education programmes for children with emotional wellbeing needs	✓	
Experience of the management and improvement of progress of groups of students	✓	
Experience of tracking progress of students in and out of class		✓
Experience of setting up and running a range of administrative systems		✓
Experience of liaising with multiple agencies in order to provide individualised support packages for students and communicate changes with teachers	✓	
Experience of developing banks of resources for students and teachers		✓
Experience of safeguarding and being a part of a safeguarding team		✓
Understanding of the SEND Code of Practice		✓
Experience of using email/internet	✓	
Experience of using SIMS or similar database		✓
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure whilst maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	

Ability to organise and prioritise workload and work on own initiative	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and students and the wider school community	✓	
Ability to work some evenings	✓	
IT Skills		
Fast and accurate keyboard skills	✓	
Word processing and typing skills	✓	
Good understanding of databases		✓