

### Person Specification for Inclusion Room Co-ordinator

Criteria	Essential	Desirable	How Assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSEs (A-C) including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>High-level vocation qualifications or degree</li> <li>Minimum level 3/A level</li> </ul>	Letter Application form References
<b>Experience</b>		<ul style="list-style-type: none"> <li>Recent experience of working within a school environment providing support, assistance and guidance to students with behaviour, emotional and social difficulties</li> </ul>	Interview Letter Application Form
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Ability to engage with a holistic view of students</li> <li>Ability to establish effective mentoring type relationships that motivates change and personal growth</li> <li>Sound knowledge of social, emotional and learning development</li> <li>Ability to identify and analyse the underlying issues that may lead to underachievement and barriers to learning and participation</li> <li>Ability to use good listening skills</li> <li>Ability to give constructive feedback</li> <li>Ability to plan and innovate individual and group programmes to support skills for learning, positive behaviour, social and emotional development</li> <li>Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Know strategies for establishing and developing effective one to one mentoring and other supportive relationships with students</li> </ul>	Interview/ References
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>High expectations of students and colleagues</li> <li>Enthusiasm, determination and commitment</li> <li>Open-mindedness</li> <li>A forward thinking approach</li> <li>Positive and solution focussed</li> </ul>	Sense of humour	Interview