



Person Specification Inclusion Assistant

ESSENTIAL REQUIREMENTS:

Education / Training / Knowledge

Experience in a learning environment (S, A)

GCSE English and Mathematics (9-4, A*-C) or equivalent qualifications (S, A, T)

Training/experience in a relevant area (eg. social work, behaviour management, counselling, education etc) (S, A)

Experience of working with adolescents (S, A, I)

An interest in education (I)

Working knowledge of relevant policies/codes of practice and awareness of relevant legislation (A, I)

Knowledge of schools and issues relating to education (I)

Commitment to and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services (I)

Personal Skills and Qualities

Ability to apply a range of behaviour management strategies (S, A, I)

Cheerful, positive and solution focussed attitude, especially towards young people and their needs. (I)

Proven ability to use own initiative and to work independently and to meet deadlines (T, I)

Ability to relate to and communicate well with students, their families and school staff (I)

Contribute towards and appreciate the importance of team work and mutual support (S, A, I)

Very good communication skills, verbal and written (S, A, I)

Effective use of ICT and other equipment/resources (S, A, I)

Ability to work under pressure and remain calm in difficult situations (I)

Ability to plan own workload and be aware of other colleagues' priorities (I)

Open to change and flexible in responding to changing needs (I)

Good ability to use discretion and have an understanding of the importance of confidentiality (S, A, I)

Self-reflective attitude and ability to identify own training and development needs and willingness to undertake relevant training (A, I)

Flexibility in terms of hours and location (I)

Safeguarding

Motivation to work with children & young people in an educational setting (S, I)

Ability to form and maintain appropriate relationships and personal boundaries with children & young people (A,I)

Emotional resilience in working with challenging behaviours (A,I)

Commitment to implement the school's Behaviour Management Policy and/or to refer to teaching colleagues as appropriate (I)

DESIRABLE REQUIREMENTS

NVQ/level 3 equivalent qualification or experience in relevant discipline (S, A)

Higher qualification in English, mathematics or science or appropriate discipline (S, A)

Experience of working with schools ICT management systems (SIMs or equivalent) (S, A, I)

Driving licence (A)

Created June 2017

S = criteria used for shortlisting, A = criteria assessed from application form, I = criteria assessed at interview

T = criteria assessed from testing