|  |  |  |  |
| --- | --- | --- | --- |
| Training and Education | Essential | Desirable | Interview |
| A Level (or equivalent) qualifications |  |  |  |
| Good general education to at least GCSE grade C in English and Maths pass or equivalent qualification |  |  |  |
| Hold a First Aid qualification |  |  |  |
|  |  |  |  |
| Knowledge and Skills |  |  |  |
| ICT skills – proficient in using Microsoft Word, Excel |  |  |  |
| Good communication skills both written and verbal |  |  |  |
| Ability to communicate effectively with students |  |  |  |
| Attention to detail |  |  |  |
| Ability to work alone and as part of a team to meet deadlines |  |  |  |
| Good inter-personal skills including mediation and conflict resolution. |  |  |  |
| Demonstrable awareness of legislation relating to school exclusions and fixed term exclusions. |  |  |  |
| Understand child protection legislation |  |  |  |
| Knowledge of good practice, policies and procedures including Child Protection and GDPR |  |  |  |
| Experience |  |  |  |
| Experience of working within an educational environment |  |  |  |
| Enjoy working with young people |  |  |  |
| Visiting families in their homes is a regular requirement of this post. |  |  |  |
| Personal Attributes |  |  |  |
| Pleasant welcoming manner |  |  |  |
| Enjoy working with young people |  |  |  |
| Professional manner and personal integrity |  |  |  |
| Confident and calm approach |  |  |  |
| Demonstrate an ability to cope with stressful situations |  |  |  |
| Punctuality to work |  |  |  |
| Excellent role model for young people |  |  |  |
| Car owner or access to mobility transport. |  |  |  |
| Full driving licence. |  |  |  |
| Safeguarding | | | |
| Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with Academy policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role. | | | |
| Diversity | | | |
| We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. | | | |