

Whitburn Church of England Academy Person Specification: Inclusion Support Assistant



Essential Requirements	Desirable Requirements
Education / Qualifications <ul style="list-style-type: none"> ➤ GCSEs in English and Maths at grades A* - C or equivalent (A) ➤ Current clean driving licence (A) 	<ul style="list-style-type: none"> ➤ Further qualifications at level 2 or above, relating to working in education and / or with young people (A)
Skills, Knowledge and Aptitude <ul style="list-style-type: none"> ➤ Excellent interpersonal skills (I / R) ➤ Ability to communicate clearly and effectively; orally and in written form (I / R) ➤ Ability to maintain confidentiality on all school matters (A / R) ➤ Ability to prioritise, maintain accuracy and meet deadlines under pressure (I / R) ➤ Ability to work without close and constant supervision (R) ➤ Ability to use own initiative with frequently changing priorities (I/A/ R) ➤ Ability to motivate pupils / young people (I/R) ➤ Ability to be empathetic whilst maintaining a strong sense of purpose (I/A/R) ➤ Ability to effectively use behaviour management techniques such as de-escalation (A/I/R) ➤ Ability to work effectively both independently and as part of a team (A/ R) ➤ Good administrative and ICT skills (I/ R) 	<ul style="list-style-type: none"> ➤ Up to date knowledge of computerised school databases (A) ➤ Current First Aid qualification (A) ➤ Understanding of relevant policies / Codes of Practice (A) ➤ Understanding of social / psychological theories of behaviour eg attachment theory (A/ R)
Experience <ul style="list-style-type: none"> ➤ Good working knowledge of Microsoft Office packages including Word and Outlook (A/ I) ➤ Recent experience and/or employment relevant to working with young people (A) ➤ Experience of exercising initiative to deal with situations as they arise (A/ I / R) 	<ul style="list-style-type: none"> ➤ Using SIMS or other School Information Systems (A) ➤ Experience of working, either in a paid or voluntary capacity, in an educational environment (A) ➤ A knowledge of data protection issues (A / I)
Disposition <ul style="list-style-type: none"> ➤ Flexible and able to respond to the varied demands of the role (A / R) ➤ Emotionally Resilient (I) ➤ Willingness to follow school protocols and procedures (A / R) ➤ Socially confident (I) ➤ Good timekeeping (R) ➤ Willingness to assist colleagues (A /R) ➤ Willingness to learn new skills (A / R) 	
Special Requirements <ul style="list-style-type: none"> ➤ No adverse criminal record (A - ROA1 form and appropriate enhanced DBS clearance) 	

The means of assessment of these requirements are indicated in the brackets above; (A) - Application Form, (I) – Interview and (R) – References. Those requirements that are to be demonstrated in the application form (A) will be used for the purpose of short listing.