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**Person Specification – Inclusion Support Advisor**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications and Training** | * At least 5 GCSE qualifications at grade C or above including English and Maths (or 'O' level equivalent). * A relevant qualification and/or experience in the field of education, social work/social care and/or community work. * Hold a certificate for, or be willing to undertake training in counselling skills * Hold a certificate for, or be willing to undertake training in Parenting Education | * Team Teach trained * Safeguarding Certificate | * Application form * certificates |
| **Experience** | * Experience of inclusion and associated work in schools * Experience of supporting families or individuals * Experience of work with children * Experience of group work with adults or children * Experience of working with other agencies | * Experience of interagency work * Experience of acting as a safeguarding lead | * Application form * Interview * References |
| **Skills** | * Ability to communicate effectively with parents and professionals * Ability to work on own initiative, to plan and to evaluate * Flexible, responsive style of working * Ability to be supportive and non-judgemental * Ability to work within Child Protection guidelines * Ability to maintain professional boundaries * Ability to manage a complex workload | * Counselling skills * Have completed a relevant course of further education and show a commitment to lifelong learning. | * Application form * Interview * References |
| **Personal Attributes** | * Have good people skills and an ability to communicate well and have empathy with family needs. * Have the ability to deal with sensitive issues in a professional manner * Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication with parents/carers. * The ability to liaise with school staff and other agencies keeping them informed of progress made in respect of specified children. * The ability to work as part of a team and participate actively in staff meetings and training and contribute to the development of the Home/School Link service in school. * The ability to priorities and plan work and to work on own initiative and without day to day supervision * Efficient recording and report writing skills and computer literate * Be able to undertake home visits or school work in the evenings. * Experience of working with disadvantaged children and families in the community. |  | * Application form * Interview * References |