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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
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| **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
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| **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
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| **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
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