**Person Specification**

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| Personal Attributes Required (considerations) | Essential (E) or Desirable (D) | Method of Assessment (suggested) |
| Qualifications and Training |
| Level 2 qualification or equivalent in Maths/Numeracy and English/literacy. | E | A |
| Evidence of Continuous Professional Development. | E | A & I |
| Qualified Teacher Status, Youth Work, Social Work or Counselling Qualification | D | A |
| Knowledge & Experience |
| Experience working with children and young people. | E | A & I |
| Understanding of equality, diversity & inclusion, especially within a school setting. | E | I |
| Working knowledge of relevant policies/codes of practice/legislation. | E | I |
| Experience working within the statutory framework relating to teaching and learning. | D | A & I |
| Experience working in a team. | E | I |
| Knowledge of safeguarding responsibilities. | E | I & T |
| Skills & Aptitudes |
| Good communication with adults and young people, including presenting, leading workshops, writing letters and emails, and conversing. | E | I & T |
| High level of emotional intelligence, including the ability to interpret and respond to a variety of emotions in a variety of circumstances. | E | I |
| Ability to deescalate situations, including when individuals are not able to self-regulate their emotions. | E | I |
| Ability to work as part of a team, contributing positively to shared goals. Ability to give and receive feedback in order to improve one's own and others’ performance. Willing to go out of your way to help and support others. | E | A & I |
| Good level of self-awareness, including your own strengths and weaknesses. | E | I |
| Ability to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the students in the school. | E | A & I |
| Ability to effectively challenge existing practices and conventional thinking, in order to ensure that our students receive the very best in innovative and effective provision. | E | A & I |
| Ability to adapt quickly and respond to changes positively and professionally.  | E | A & I |
| IT skills, including word processing, browser, spreadsheet, presentation, email and MIS. Willingness and ability to learn and use other software packages relevant to the role. | E | T |
| Ability to gather, collate, analyse and report on data relevant to the role. | E | A & I |
| Ability to be a role model for young people and staff, demonstrating and maintaining high expectations of self and others. | E | I |
| Ability to build and maintain successful relationships with people, treating everyone with dignity, fairness and respect. | E | I |
| Willingness to seek advice and support when necessary. | E | I |
| Ability to improve your own practice through observations, evaluation and discussion with colleagues. | E | I |
| Special Requirements |
| Willingness to undertake appropriate first aid training. | E | I |
| Willingness to undertake other appropriate CPD. | E | I |
| Required to complete Support Staff Induction Programme. | E | I |
| The ability to drive the school minibus | D | I |