

# PERSON SPECIFICATION

## POST: Behaviour, Attendance and Inclusion Officer– Care and Guidance

To be demonstrated in    A = Application form    L = Letter of application    I = Interview

	Essential	Desirable	Shown in
<b>Qualifications</b>			
1. Level 2 English & maths or equivalent	✓		L
2. Evidence of recent professional development	✓		L
3. ICT expertise	✓		L
<b>Experience</b>			
1. Expertise in working with children	✓		I
2. Experience in school(s)	✓		L
3. Experience working pastorally or in child welfare	✓		I
4. Experience working with families	✓		I
5. Experience working on pupil attendance		✓	L/I
<b>Knowledge</b>			
1. Safeguarding and welfare	✓		L/I
2. Attendance and the Law		✓	L/I
3. Knowledge and experience of working with pupils with a variety of needs	✓		I
4. Knowledge of external agencies available to support young people and their families		✓	I
<b>Job Specific Requirements</b>			
1. Full and sincere commitment to the progress and success of young people	✓		L/I
2. Suitability to work with children	✓		I
<b>Professional Understanding</b>			
1. A clear educational philosophy sympathetic to the school	✓		L/I
2. Knowledge and understanding of child welfare	✓		L/I
3. Ability to interpret initiatives to benefit the school	✓		L/I
4. Determination to have high expectations for all pupils	✓		I
5. Clear understanding of and commitment to equal opportunities	✓		I
<b>Professional Skills</b>			
1. Ability to administer systems efficiently	✓		L
2. Ability to set realistic targets	✓		L
3. Ability to accept responsibility, exercise judgement and make decisions	✓		L/I
4. Ability to work with and within a team	✓		L/I
5. Ability to communicate and liaise effectively	✓		L/I
6. Ability to use ICT	✓		I