

Person Specification – Behaviour Support Coordinator

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Educated to at least GCSE grade C in English and Maths. • Excellent standards of written English • Report writing skills • ICT Skills 	<ul style="list-style-type: none"> • Experience of working with young people displaying challenging behaviour • An understanding of positive behaviour strategies • Understanding of safeguarding in education • Supervisory experience 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge/Skills:		
<ul style="list-style-type: none"> • Experience in using Google documents • Good typing skills • Excellent interpersonal skills • Good verbal and written communication skills • Ability to undertake work of a confidential nature with discretion 	<ul style="list-style-type: none"> • Experience of Arbor 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Personal Qualities:		
<ul style="list-style-type: none"> • Good timekeeping • Sets high standards and expectations for self • Flexibility attitude to work including; <ul style="list-style-type: none"> - working hours - demands and changes in the role - willingness to be involved in the school • Smart professional appearance • Total honesty, integrity, and reliability • Energy, enthusiasm, adaptability and a good sense of humour 		Letter of application References Interviews