**Person Specification**

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| **Essential Criteria** | | |
| **Experience**     * Experience of working in a secondary school committed to the inclusion agenda * Experience of working with students demonstrating challenging behaviours * Working knowledge of SIMS system * Demonstrate previous experience of working with external agencies | |  |
| **Qualification/Training**     * Level 3 or equivalent in relevant area * English and Maths qualifications | |  |
| **Knowledge/skills**     * Ability to remain calm in situations of high tension. * Ability to manage own workload and work on own initiative. * Ability to work constructively as part of a team. * Ability to relate well to children and to adults. * Good ICT and record keeping skills. * Ability to communicate effectively both orally and in writing. * Good organising, planning and prioritising skills. * Methodical with a good attention to detail. | |  |
| **Desirable criteria** | | |
|  | Behaviour support experience |  |
|  | Undertake Safeguarding level 2 qualification  Knowledge of legislation and law surrounding school attendance |  |