

## GLF Schools - Person Specification Inclusion Assistant

<b>Job Title: Inclusion Assistant</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
GCSE grade 'C' or above in Maths and English	√	
Prior SEND experience, either direct working with children or as admin support	√	
Up to date safeguarding training		√
First aid certificate		√
<b>Experience &amp; Skills</b>		
Good understanding of the importance of safeguarding and promoting the welfare of children	√	
Ability to plan and prioritise own workload	√	
Good IT skills	√	
Strong, professional communication skills, both orally and in writing	√	
Able to interpret data into action plans	√	
Ability to motivate and engage children & parents	√	
Ability to keep accurate records	√	
Utilise a variety of strategies and emotional intelligence to engage and support the team	√	
Ability to maintain records and children's files to a high standard	√	
Good understanding and knowledge of child development	√	
<b>Personal Attributes</b>		
An effective communicator	√	
Able to adapt communication style depending on the individuals being engaged with	√	
Ability to remain professional and maintain confidentiality at all times	√	
Good time management	√	
Trustworthy and approachable	√	
Passionate about positively changing the lives of children	√	
A commitment to Continuous Professional Development	√	
<b>Safeguarding</b>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		