



Person Specification

Post Title: Inclusion & Attendance Support

Salary: Scale 3 (Pts 5-6)

Line Manager: Assistant Headteacher – SLT Lead for Attendance

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none">• Good standard of literacy and numeracy (GCSE Grade C/4 or equivalent in English and Maths).	<ul style="list-style-type: none">• Training in nurture principles, trauma-informed practice, or de-escalation (e.g., Team Teach).
Experience	<ul style="list-style-type: none">• Experience working with children or young people in an educational, pastoral, or care setting.• Experience managing challenging behaviour or supporting anxious children.	<ul style="list-style-type: none">• Experience working specifically within a school attendance, inclusion, or nurture team.• Experience using school MIS systems (e.g., SIMS, Arbor).
Skills & Knowledge	<ul style="list-style-type: none">• Excellent interpersonal and communication skills.• Ability to build quick, trusting, and authoritative relationships with vulnerable children.• Strong administrative and IT skills.	<ul style="list-style-type: none">• Understanding of the statutory frameworks surrounding school attendance in the UK.
Personal Attributes	<ul style="list-style-type: none">• Calm, resilient, and consistent manner.• A warm, welcoming personality suitable for a "soft start" provision.• Ability to work independently using initiative.	<ul style="list-style-type: none">• A flexible approach to supporting families and team members.