

Whitburn Church of England Academy Person Specification: Inclusion Support Assistant



Essential Requirements	Desirable Requirements
Education / Qualifications ➤ GCSEs in English and Maths at grades A* - C or equivalent (A) ➤ Qualifications at level 2 or above, relating to working in education and / or with young people (A)	➤ Level 3 Qualifications in supporting young people
Skills, Knowledge and Aptitude ➤ Excellent interpersonal and written communication skills (I / R) ➤ Understanding of teenage development and behavioural / SEND barriers to learning (A/I/R) ➤ Ability to maintain confidentiality on all school matters (A / R) ➤ Ability to prioritise, maintain accuracy and meet deadlines under pressure (I / R) ➤ Ability to work without close and constant supervision (R) ➤ Ability to use own initiative with frequently changing priorities (I/A/ R) ➤ Ability to motivate pupils / young people (I/R) ➤ Ability to be empathetic whilst maintaining a strong sense of purpose (I/A/R) ➤ Ability to effectively use behaviour management techniques such as de-escalation (A/I/R) ➤ Ability to support student's academic progress through in class support (A/ R) ➤ Good administrative and ICT skills (I/ R)	➤ Up to date knowledge of computerised school databases (A) ➤ Current First Aid qualification (A) ➤ Understanding of relevant policies / Codes of Practice (A) ➤ Understanding of social / psychological theories of behaviour eg attachment theory, ACES etc (A/ R)
Experience ➤ Good working knowledge of Microsoft Office packages including Word and Outlook (A/ I) ➤ Recent experience and/or employment relevant to working with young people (A) ➤ Experience of exercising initiative to deal with situations as they arise (A/ I / R)	➤ Using SIMS or other School Information Systems (A) ➤ Experience of working, either in a paid or voluntary capacity, in an educational environment (A)
Disposition ➤ Flexible and able to respond to the varied demands of the role (A / R) ➤ Emotionally Resilient and ability to keep going (I) ➤ Willingness to follow school protocols and procedures (A / R) ➤ Socially confident (I) ➤ Good timekeeping (R) ➤ Willingness to assist colleagues and be a team player (A /R) ➤ Willingness to learn new skills (A / R)	
Special Requirements ➤ No adverse criminal record (appropriate enhanced DBS clearance)	

The means of assessment of these requirements are indicated in the brackets above; (A) - Application Form, (I) – Interview and (R) – References. Those requirements that are to be demonstrated in the application form (A) will be used for the purpose of short listing.