



PERSON SPECIFICATION

POST: Isolation Room Co Ordinator

GRADE: NJC Grades 5 Points 12 to 18

NOTES TO CANDIDATES:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the Academy will obtain the necessary information about you.

If the **How Identified** column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	- GCSE Mathematics Grade A* to C or equivalent. - GCSE English Language Grade A* to C or equivalent. - Relevant work experience.	Application form and interview.	A levels / Degree	Application form, interview and certificates.
Experience	- Experience of carrying out a role that involved behaviour support, restorative measures and incident de-escalation. - Experience of working with external partners and maintaining positive working relationships. - Experience of using general software systems, which includes Microsoft Word and Excel etc. - Proven experience of working calmly under pressure. - Experience of assisting others with their learning. - Experience of assisting people in crisis.	Application form and interview.	- Experience of working within a school setting. - Experience of working with outside agencies, including social services, police, councillors and medical services.	Application form and interview.
Knowledge	- A clear understanding of the factors that lead to educational disaffection. - Knowledge and understanding of strategies to remove the barriers to learning.	Application form and interview.	Excellent knowledge of child protection and safeguarding procedures.	Interview.

Personal Qualities	• To be a person of integrity. • Excellent interpersonal and customer service skills. • Strong listening and intervention skills. • The ability to remain calm and uphold a professional manner at all times. • The ability to manage the emotional demands of working with young people who have a range of behavioural, social and emotional needs. • The ability to communicate effectively with member of staff, students and their families. • The ability to work independently and as part of a team. • Good organisational and prioritisation skills. • The ability to have patience, resilience, tolerance, positivity and a general understanding of the difficulties that some young people may encounter in the school and home life. • The ability to find creative and imaginative solutions to problems.	Application form and interview.	• A commitment and enthusiasm for the role. • Knowledge of a range of additional support available to students. • Adaptability and a professional approach to the responsibilities of the role.	Application form and interview.
Special Working Conditions	• Willingness to participate in relevant training and development opportunities offered by the Academy and Academy Trust. • Ability to attend occasional events out of school hours / evenings. • Ability to work flexibly.	Application form and interview		