

Person Specification for a Inclusion Assistant

Qualifications and Training

Minimum required:

Required	Desired
<p><b>Qualifications and Training</b> GCSE in English and Maths (A-C or equivalent)</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of communicating with a wide range of people from different backgrounds</li> <li>• Teaching assistant or SEND assistant previous experience</li> </ul> <p><b>Knowledge, and Understanding</b></p> <ul style="list-style-type: none"> <li>• Knowledge of ICT</li> <li>• Understanding of the issues around safeguarding and behaviour in a school setting</li> <li>• A knowledge of some of the emotional, behavioural and social difficulties that may create a barrier to learning</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development</li> <li>• The ability to develop an understanding of the educational, welfare and social needs of pupils</li> <li>• Proven written and oral communication skills</li> <li>• Numeracy and literacy skills to effectively support the pupils</li> <li>• The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team</li> <li>• The ability to work with a range of professionals from external agencies</li> <li>• The ability to remain calm in challenging situations and to ask for help when needed</li> </ul> <p><b>Commitment</b></p> <ul style="list-style-type: none"> <li>• A commitment to uphold the school’s Christian vision, values and staff code of conduct</li> <li>• A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.</li> <li>• A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner</li> <li>• A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Enjoys working with children</li> <li>• Enthusiastic</li> <li>• Flexible and caring</li> <li>• Excellent communicator and interpersonal skills</li> <li>• Highly organised</li> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Recently completed full time education</li> <li>• Experience of working with children under the age of 11 in an educational setting</li> <li>• Experience of supporting children with a range of special educational needs</li> <li>• Experience of record keeping</li> <li>• Understanding of the educational welfare and social needs of children</li> <li>• Working knowledge of implementing Individual Provision Plans</li> </ul>