

**Person Specification**

**Appointment of Safeguarding & Inclusion Assistant**

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|  | Criteria | Essential/Desirable | Evidence From |
| Qualifications and Experience | Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths  | EE | AppApp |
| Evidence of training and or qualifications which reflect appropriate communication / education skills e.g. HLTA, NVQ level 3 or equivalent |
| **Experience**  | Experience of working with young people in an educational setting  | EEEEE | App/RefApp/RefAppApp / Ref / INT App / Ref / INT |
| Ability to communicate calmly and effectively especially to young people, their families and other professionals.  |
| Experience of working with young people with special educational needs and social, emotional and mental health needs. |
| Ability to plan, deliver and evaluate effective interventions which promote positive relationships and improve student outcomes.  |
| Understanding of Keeping Children Safe in Education, SEN Code of Practice, Mental Health in young people and supporting young people with conduct disorders.  |
| Knowledge and Skills | Knowledge and understanding of Safeguarding, Child Protection and special educational needs which may impact on the outcomes of individuals.  | DD | INTINT / App. REF |
| Understanding of how to deal with complex family circumstances and how to diffuse potentially confrontational situations.  |
| Skills and abilities | To be an excellent team player who is committed to being part of a highly performing team.Outstanding behaviour management skillsExcellent communication and interpersonal skills with adults and young peopleFlexibility to respond to rapidly changing situations. Ability to work effectively with governors and outside agenciesAbility to exercise good judgment and make effective decisionsWell-developed ICT skills | EEEEEED | INTINT/RefINT/Ref/AppApp/RefINTApp / INTApp |
| **Personal Qualities** | Enthusiasm and passion for the achievement and well-being of all pupils and the ability to communicate this to staff and pupils.A reflective practitioner always seeking to improve performance.Sensitivity, patience, and tact when dealing with confrontation and conflict.Excellent organisational skills and high levels of self-motivationEnergy, self-confidence, resilience and the ability to ‘give more’ when the occasion demands itAbility to work under pressure and to meet deadlinesThe ability to maintain a sense of perspective in all working conditionsRecord of good health, attendance and punctuality | EEEEEEEE | INTINTINT/RefINT/AppINT/RefINT/RefRefINT/AppRefINT/App |