

## **Behaviour Support Officer**

## **Person Specification: Behaviour Support Officer**

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

	Essential	Desirable	How to be tested
<ul><li>Qualification criteria:</li><li>5 good GSCEs including English &amp; Maths at Grade C or above (or equivalent).</li></ul>	✓		Application form
2. A Levels or equivalent. 3. Basic knowledge of Microsoft Office. 4. Eligible to work in the UK.	<b>✓</b>	<b>*</b>	
<ol> <li>Skills and Experience:</li> <li>Relevant training and experience of working in an education setting with young people aged 11-18.</li> <li>Experience in behaviour management.</li> <li>Experience conducting investigations.</li> <li>Experience with record-keeping and reporting.</li> </ol>	<b>✓</b>	√ √ √	Application form and interview
<ol> <li>Personal Qualities and Attributes:</li> <li>A committed and highly motivated team player.</li> <li>A calm and assertive demeanour.</li> <li>Good organisation, time management and interpersonal skills.</li> <li>Excellent interpersonal and liaison skills.</li> <li>Patience, resilience and a genuine understating of the challenges young people face.</li> <li>ICT literate with the ability to word process and accurately record data.</li> <li>Ability to work on own initiative, with minimal supervision and guidance.</li> <li>Ability to manage own time effectively and assume responsibility.</li> <li>Flexible and able to respond to new situations.</li> <li>Ability to engage constructively with and relate to a wide range of stakeholders.</li> <li>Confident communicator with excellent verbal and written skills.</li> <li>The ability to work directly with a small group of students, motivating them to achieve successful outcomes.</li> <li>Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.</li> <li>Show respect and promote the School's ACHIEVE values.</li> </ol>	* * * * * * * * * *		Application form and interview
Other:  1. This post is subject to an enhanced DBS disclosure. 2. The post holder must be committed to safeguarding the welfare of children.	<b>√</b> ✓		DBS Process References