

**SPECIALIST HUB OF INCLUSIVE PRACTICE (SHIP)
WELFARE SUPPORT ASSISTANT**

Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	A suitable standard of literacy and numeracy. Willingness and ability to complete required safeguarding, first-aid and Norfolk Steps training.	Paediatric or emergency first-aid qualification. Training relevant to SEND, medication, personal care, food safety, moving and handling, or communication.
Experience	Experience of caring for, supervising or supporting children or young people. Experience of working constructively as part of a team.	Experience in a school, specialist provision or welfare role. Experience of supporting pupils with SEND, medical, sensory, communication or social and emotional needs.
Knowledge	Understanding of safeguarding responsibilities and the importance of confidentiality. Awareness that behaviour can communicate need. Understanding of the importance of consistent routines and agreed plans.	Knowledge of SEND practice, healthcare plans, risk assessments and positive behaviour support. Awareness of co-regulation, sensory needs and trauma-informed or therapeutic approaches.
Skills and abilities	Ability to build safe, respectful relationships with pupils. Calm and effective communication with children and adults. Ability to follow detailed instructions and individual plans accurately. Ability to observe, record and pass on factual	Experience of using visual or augmentative communication approaches. Ability to support positive play, social interaction and inclusion.

	information. Ability to respond appropriately under pressure and seek help when needed. Basic competence in using ICT for records and communication.	
Personal qualities	Compassion, patience, kindness and empathy. Reliability, discretion and professional integrity. Emotional resilience and strong self-regulation. A solution-focused and reflective approach. Commitment to pupils' dignity, safety, independence and inclusion. Willingness to learn and adapt as the provision develops.	Creativity and confidence in adapting support to individual needs.

Additional requirements

- This post is subject to an enhanced Disclosure and Barring Service check and all other safer-recruitment checks required by the Trust.
- The post holder must be able to carry out the physical and practical requirements of the role, with reasonable adjustments where appropriate.
- Appointment is subject to satisfactory references, verification of identity and qualifications, and confirmation of the right to work in the UK.