

## Student Support/Inclusion Officer Person Specification

Education and Qualifications	Criteria	Assessment
English & Mathematics GCSE or Equivalent	E	A/I
Degree or other higher education equivalent	D	A/I
Commitment to personal/professional development	E	I
Experience	Criteria	Assessment
Experience of working in a school setting	D	A/I
Experience of working with students, families and external agencies	E	A/I
Proven track record of good employment history	E	A/I
Experience working with or for academies	D	A/I
Experience of using School MIS systems (such as SIMS) and safeguarding platforms (CPOMS or equivalent)	D	A/I
Knowledge and Understanding	Criteria	Assessment
Understanding of the needs of children and young people, and the challenges they face	E	A/I
Understanding of the impact of poor behaviour and attendance	E	A/I
Knowledge and understanding of safeguarding policies and guidelines	E	A/I
Skills and Attributes	Criteria	Assessment
Ability to establish good working relationships and effective teamwork	E	I
Good communication skills	E	A/I
Excellent role model for staff and students	E	I
Innovatory approaches to curriculum delivery	E	A/I
Ability to generate ideas and drive initiatives	D	A/I
Personal Qualities	Criteria	Assessment
High expectation of students and colleagues	E	A/I
Highly motivated and able to motivate and inspire students	E	I
Enthusiastic and committed	E	I
A passion for teaching	E	I
Open-mindedness	E	I
A forward-thinking approach	E	I
Excellent interpersonal skills	E	I
Ability to be reflective and self-critical	E	I
Display calmness under pressure	E	I
Potential for further promotion	E	A/I
Charismatic – ‘having a presence’	E	I
Willingness to take on other roles and responsibilities within the department	E	A/I

### Criteria Key

- E Essential
- D Desirable

### Assessment Key

- A Application Form
- I Interview