



PERSON SPECIFICATION

Assistant Phase Lead – Reflection and Re-engagement Co-ordinator

Qualifications, training and education

- NVQ Level 2 or equivalent in English and maths.

Skills and abilities

Communication

- General communication skills suitable for working with young people, colleagues, parents/carers and external agencies.
- Ability to command and show respect when supporting students with behaviour expectations.
- Ability to apply appropriate confidentiality when handling information relating to students, families and colleagues.
- Ability to hold meetings with key stakeholders (staff/parents) where required in order to support students reintegrating back into learning

Organisation and planning

- Time management and organisational skills suitable for supporting behaviour systems, supervision arrangements and accurate records.
- Ability to analyse behaviour management and attendance information and provide clear reports to support teaching and pastoral colleagues.
- Flexible approach to working and commitment to ongoing service and personal development through self-evaluation and learning from others.

Behaviour management

- Relevant experience of working with young people in education, youth work, health, social services or a comparable setting.
- Ability to use a firm but friendly approach when dealing with young people, supporting positive behaviour and safe conduct around school.



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- Resilience when working with vulnerable or disaffected students.
- Willingness to understand the challenges young people face when growing up and to develop supportive approaches to managing and responding to these issues.
- Ability to help maintain calm, purposeful and orderly environments for students, including in supported study or inclusion settings.

Pastoral and inclusion

- Knowledge and understanding of issues relating to child protection and confidentiality.
- Ability to support students' wellbeing through a responsible, calm and professional approach.
- Ability to contribute positively to pastoral and behaviour support arrangements across different year groups.
- Ability to identify and undertake appropriate interventions to re-engage students with education.
- Ability to create effective intervention resources to engage students, allowing them to reflect and re-engage with learning

Personal qualities

- Self-confidence when working with young people.
- Positive attitude and good sense of humour.
- Sense of responsibility.
- Commitment to supporting students, colleagues and the wider school community.

Technical skills

- Ability or desire to drive the school minibus would be an advantage.

Requirements specific to the role

- Full driving license – must be willing to undertake home outreach visits
- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.



MAIDEN ERLEGH
SCHOOL IN READING

PERSON SPECIFICATION

- Suitability to work with children.
- Enhanced DBS clearance.
- Commitment to complying with relevant health and safety regulations, safeguarding procedures, risk assessments and school policies.

Maiden Erleigh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.