



ST. MARY'S  
MENSTON

**PERSON SPECIFICATION – Inclusion Support Worker**

	<b>ESSENTIAL</b>	<b>DESIRABLE/HELPFUL</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent Maths and English grade 4 or above (or equivalent level).</li> </ul>	<ul style="list-style-type: none"> <li>Any additional relevant qualifications/ training in specific needs</li> <li>First Aid at Work qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with or caring for secondary school age children</li> <li>Experience of working with children with additional needs in a school setting</li> <li>Experience of working with students with complex needs</li> <li>Experience of working with external agencies</li> </ul>	<ul style="list-style-type: none"> <li>Previous work with individuals with additional needs</li> <li>Experience of use of graduated approach</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>Ability to work as part of a team</li> <li>Ability to use own initiative and be flexible</li> <li>Good literacy and numeracy skills</li> <li>Effective and efficient organisational skills</li> <li>Ability to build professional relationships with students and staff</li> <li>Ability to maintain confidentiality in line with GDPR requirements</li> <li>Good ICT skills</li> <li>Self-motivated and proactive</li> <li>Empathy with young people and their concerns</li> <li>An interest in young people and how they learn</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working with pupils with special educational needs and disabilities</li> <li>Well-developed multi-tasking and time management skills</li> <li>Experience of tracking individual progress against targets using electronic tracking systems</li> <li>Willingness to lead extra-curricular activities.</li> </ul>

**Other**

- Strong administrative skills
- Commitment to quality and continuous improvement
- Of smart and professional appearance
- Supportive of the Catholic ethos
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

**To be fully aware of and understand the duties and responsibilities with regard to child protection and safeguarding in schools and attend appropriate whole school staff training if and when required.**

- Experience of using Management Information Systems, CAT4 data, SATS results
- Ability to contribute to other aspects of school life