

St Joseph's College: Person Specification
Post: Inclusion Assistant



	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> Evidence of relevant full time further education GCSE Maths and English minimum grade C or Grade 5 		Actual certificates
	Experience	<ul style="list-style-type: none"> Working with primary and / or secondary aged children Working with families / carers Working with children with Special Educational Needs Working with a range of agencies Supporting students with social and emotional difficulties 	Reference Interview, letter
Health, Attendance and Reliability	<ul style="list-style-type: none"> Good attendance and reliability Professional dress Professional commitment Good timekeeping 		Reference
Quality of Relationships	<ul style="list-style-type: none"> An ability to work with as a member of a team To establish good relationships with children whilst setting firm boundaries To work creatively with children to identify strengths and targets for development/achievement To demonstrate a positive attitude to working with challenging pupils To establish good working relationships with parents in order to involve them in making arrangements to meet their child's needs. 	<ul style="list-style-type: none"> To demonstrate good administrative skills / record keeping Demonstrate ability to work with agencies of support 	Interview, letter, reference,
General Qualities	<ul style="list-style-type: none"> Good oral and written communication skills Enthusiasm, flexibility, good organisation skills and commitment Conscientiousness Ability to meet deadlines Sense of humour Stamina and flexibility Commitment to professional development Commitment to the ethos of the school 		Interview, reference, letter