



ST. MARY'S
MENSTON

KEY:	
A	APPLICATION FORM
I	INTERVIEW

PERSON SPECIFICATION: Inclusion Support Worker

	<i>ESSENTIAL</i>	<i>IDENTIFIED BY</i>		<i>DESIRABLE/HELPFUL</i>	<i>IDENTIFIED BY</i>	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English or equivalent 	A	I	<ul style="list-style-type: none"> Any additional relevant qualifications/ training in specific needs 	A	I
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with or caring for secondary school age children Experience of working with children with additional needs in a school setting Experience of working with students with complex needs Experience of working with external agencies 	A		<ul style="list-style-type: none"> Previous work with individuals with additional needs Experience of use of graduated approach 	A	
QUALITIES	<ul style="list-style-type: none"> Excellent interpersonal and communication skills Ability to work as part of a team Ability to use own initiative and be flexible Good literacy and numeracy skills Effective and efficient organisational skills Ability to build professional relationships with students and staff Ability to maintain confidentiality in line with GDPR requirements Good ICT skills 	I	I	<ul style="list-style-type: none"> Previous experience of working with pupils with special educational needs and disabilities Well-developed multi-tasking and time management skills Experience of tracking individual progress against targets using electronic tracking systems Willingness to lead extra-curricular activities. 	A	I

	<ul style="list-style-type: none"> • Self-motivated and proactive • Empathy with young people and their concerns • An interest in young people and how they learn 	A	I			
OTHER	<ul style="list-style-type: none"> • 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. 	A I I	I	<ul style="list-style-type: none"> • Experience of using Management Information Systems, CAT4 data, SATS results 	A	I

St. Mary's is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.