

**CHINGFORD ACADEMIES TRUST**

**CHINGFORD FOUNDATION SCHOOL**

**PERSON SPECIFICATION  
Inclusion Assistant**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment I/T/A/R*</b>
<b>Qualifications</b>			
Educated to at least GCSE grade C standard or equivalent in English and Mathematics	✓		A
A qualification related to supervising and/or directing pupil activity		✓	A
A first aid qualification		✓	A
<b>Experience</b>			
Experience of working with children/young people in a supervisory capacity	✓		I/T/A
Experience of working with external agencies and other professionals	✓		I/A
Experience of working in a school or similar establishment		✓	I/A
<b>Skills, knowledge and Understanding</b>			
Ability to build and form good relationships with student, parent/carers and colleagues	✓		I/A/R
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students' parents/carers and other professionals	✓		I/T/A/R
Ability to work constructively as part of team, understanding school roles and responsibilities including own.	✓		I/A/T/R
Good standard of numeracy and literacy skills	✓		I/A/T
Ability to use ICT packages and equipment effectively	✓		I/A
Working knowledge of behaviour management strategies	✓	✓	I/A/T
Working knowledge of relevant policies, procedures, codes of practice and awareness of legislation.		✓	I/A/T
<b>Other Requirements</b>			
Able to appropriately deal with confidential information/situations	✓		I/A/T/R
Initiative and ability to prioritise one's own work	✓		I/A/T
Efficient and meticulous in organisation of work	✓		A/R
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓		A/I/R

Able to follow direction from line manager	✓		A
Ability to work well as part of a team	✓		A/I/R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		A/I/R
Committed to school ethos and direction	✓		I/R
Self-motivating.	✓		A/I/R
High standard of punctuality	✓		R
Commitment to raising standards of behaviour	✓		A/I
A commitment to on-going personal development and willingness to undertake appropriate training	✓		A/I
Recognition of the importance of personal responsibility for health and safety.	✓		A/I
Commitment to the highest standards of child protection and safeguarding	✓		A/I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

***“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Keeping Children Safe in Education, most recent edition).***

\*I – Interview/Lesson Observation R – Reference