

Person Specification – Inclusion Support Assistant

January 2023

Reporting to: Assistant Head Teacher Inclusion / Head Teacher

Job Title: Inclusion Support Assistant

Pay scale: £24,000.00 plus. Pro rata – Term Time only

From: January 2023

Hours: 8.30am-4.30pm

Qualifications and Training:

GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	E
First-aid training, or willingness to complete it if the school needed	D

Experience

Experience working in a school environment or other educational setting	E
Experience working with pupils / young people, ideally KS2 age	E
Admin experience or to be able to demonstrate a competency in using computer based programmes	E
Experience planning and delivering learning activities	D
Experience of working with pupils with SEND needs	D
Have knowledge of SEND paperwork and systems i.e. The process of EHCPs	D

Skills And Knowledge

Good numeracy skills	E
Good written English skills	E
Good organisational skills	E
Ability to build effective working relationships with pupils and adults	E
Skills and expertise in understanding the needs of all pupils	D
Knowledge of how to help adapt and deliver support to meet individual needs	D
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	D



Excellent verbal communication skills	E
Active listening skills	E
The ability to remain calm in stressful situations	E
Knowledge of guidance and requirements around safeguarding children	E
Good ICT skills, particularly using ICT to support learning	E
Understanding of roles and responsibilities within the classroom and whole school context	D
Understanding of effective teaching methods	D
Knowledge of how to successfully lead learning activities for a group of pupils	D
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	D
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	D

Personal Qualities

Organised and flexible and willing to be led by Assistant Head Teacher Inclusion	E
Enjoyment of working with pupils	E
Sensitivity and understanding, to help build good relationships with pupils	E
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	E
Commitment to maintaining confidentiality at all times	E
Commitment to safeguarding pupil's wellbeing and equality	E
Resilient, positive, forward looking and enthusiastic about making a difference	E
Capacity to inspire, motivate and challenge pupils and young people	D

E=Essential

D=Desirable

