

Northern Education Trust
 Post: Inclusion Centre Support Officer (tier 1)
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	A relevant NVQ L3 qualification (or equivalent experience)	E	✓	
3.	Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓	
EXPERIENCE				
4.	Experience of working in a Academy environment with young people with specific difficulties and vulnerabilities	E	✓	
5.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
6.	Excellent communication and listening skills	E	✓	✓
7.	Ability to support students with their work and to develop programmes of work that will develop self esteem and confidence	E	✓	✓
8.	Ability to respect and maintain confidentiality	E	✓	✓
9.	Working knowledge of standard computer packages (word processing, email and spreadsheets)	E	✓	✓
10.	Good time management and organisation skills	E	✓	✓
11.	Ability to work with students and have a real interest in the issues faced by this age group	E	✓	✓
PERSONAL QUALITIES				
12.	A strong commitment to the Trust values and ethos	E	✓	✓

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
13.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
14.	A flexible approach and a strong work ethic	E	✓	✓
15.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.