ST.HELEN’S PRIMARY SCHOOL

SPECIFICATION FOR THE POST OF INCLUSION AND FAMILY SUPPORT ASSISTANT

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| ASPECT | ESSENTIAL  | DESIRABLE |
| Qualifications | * English and Communication skills (A)
* Working at or towards national occupational standards (NOS) for supporting teaching and learning and knowledge/skills/experience equivalent to current learning, development and support services (LDSS) for children, young people and those who care for them national qualifications level 3 or equivalent (A)
* DBS(R)
* ICT literate (A)
 | * Further qualifications that support working with families and pupils (A)
* GCSE Maths and English C and above (A)
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| Experience | * Experience of supporting families and pupils successfully (A) (I) (R)
* Experience of participating in multi-agency meetings, providing and discussing professionally information required (A) (I) (R)
* Evidence of the ability to create professional working relationships with families, multi-agencies and colleagues (A) (I) (R)
 | * Experience of working within a social care setting (A) (I) (R)
* Vast experience of working under policy and procedures linked to safeguarding (A) (I) (R)
* Experience of PSA role (A) (R )
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| Professional Knowledge and Understanding | * Knowledge and understanding of policy, procedures and legislation relating to Child Protection, Safeguarding and Health and Safety (A) (I) (R)
* Knowledge of ‘parenting programmes’ that will impact on the wellbeing of a child (A) (I) (R)
* Knowledge and understanding of assessment procedures within a school setting (A) (I) (R)
* Knowledge of record keeping in line with safeguarding (A) (I) (R )
* Knowledge of supporting and leading effective interventions (A) (I) (R )
 | * Knowledge of PSA role (A) (R)
* Knowledge and use of SIMS specifically for attendance (A) (R)
* Leading parenting programmes (A) (I) (R)
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| Skills and Personal Qualities | * Ability to communicate effectively in written and spoken form (A) (I) (R)
* Well-developed work ethic; able to plan, organise, prioritise and manage time effectively (R)
* Reflective practitioner (R)
* Persistence and resilience (R)
* Sense of humour (I) (R)
* High expectations (R)
* Proven record of professional relationships with families, colleagues and children (R)
* Commitment to own professional development (A) (R)
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| Confidential references | * Recommendation from both referees(R)
 | * Strong recommendation(R)
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