

Person Specification IEU Assistant

	Essential	Desirable
Qualifications		
Relevant training for working with young people aged between 11-19		√
Accreditation in a relevant subject or area		√
GCSE C grade or higher (or equivalent) in Maths and English	√	
Experience		
Experience of working with young people aged 11-19	√	
Proven track record of successfully working with disaffected young people		√
Experience of working in a secondary school setting		√
Experience of assisting students with their learning	√	
Skills / Abilities / Knowledge		
An ability to communicate effectively with teachers, students, parents and multi agencies	√	
An ability to work autonomously and as part of a team	√	
Good organization, time management, communication and interpersonal skills	√	
Good research and planning skills		√
Knowledge of the main aspects of the organization of secondary schools		√
Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information	√	
Knowledge of the rights and responsibilities of parents		√
The ability to liaise with and gain the confidence of all school staff		√
A clear understanding of the factors which lead to educational disaffection in young people	√	
Knowledge and understanding of strategies to remove barriers to learning in young people		√
Knowledge of the range of additional support / agencies available for students		√
Good ICT skills	√	
The ability to work flexibly	√	
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life	√	
The ability to find creative and imaginative solution to problems		√
The ability to produce detailed, concise evaluative reports		√
Attitudes		
A commitment to and an enthusiasm for the post	√	
Adaptability and a professional approach to the responsibilities of the post	√	
An eagerness to gain experience, expertise and professional development through this position	√	