



The Radclyffe School

“Working Together for Excellence”



Children Looked After (CLA) Person Specification

	Essential Criteria	Desirable	How Assessed
Education & Qualifications	<ul style="list-style-type: none">• A*- C or 9 - 4 grade in G.C.S.E. English and Maths;• Minimum of 2 years working with students in a secondary setting• Evidence of continuing professional development relevant to the role• Understanding of Safeguarding and evidence of updated CPD.	<ul style="list-style-type: none">• First Aid Training• Specific qualifications undertaken to support working with children eg; Teaching Assistant, SEND qualifications, Safeguarding qualifications	Application, Certificates at Interview
Knowledge & Experience	<ul style="list-style-type: none">• Hosting parental meetings• Engaging with students across the 11-16 age range• Engaging with students with a broad range of needs• Engaging students whose behaviours and attitudes can be a barrier to learning• Communicating effectively with pupils, parents and carers• Liaising effectively with colleagues• Promoting good progress and outcomes• Putting well developed interpersonal skills to good use• Supporting extra-curricular activities.• Familiar with the use of technological equipment e.g. use of MS Word/ Excel, Publisher, photocopier;• Understanding of inclusion and how it applies in a school setting.	<p>Experience of completing PEPs (personal education plans)</p> <p>Experience of working with vulnerable students</p>	Application, Interview and References

Skills & Abilities	<ul style="list-style-type: none"> • Build and maintain effective relationships with all students & colleagues; • Use of ICT to support learning; • Work with children • To manage student behaviour; • Adapt your own approach in accordance with student needs; • Liaise sensitively with parents and carers; • Communicating effectively with colleagues • Promote a positive ethos and be a good role model; • Work constructively as part of a team, understanding classroom roles and responsibilities; • Continually improve own practice/knowledge through self evaluation and learning from others. 		Interview and References
Work Circumstances	<ul style="list-style-type: none"> • Work flexibly as the workload demands • Occasional out of hours working to support school functions • Excellent attendance record (*) 		Interview and References (*Reference only once a conditional job offer made)