



**St. Mary's**  
Menston  
a Catholic Voluntary Academy

National Teaching School  
designated by  
  
National College for  
Teaching & Leadership



**KEY:**  
A APPLICATION FORM  
I INTERVIEW

**PERSON SPECIFICATION: Inclusion support worker – Catch up learning mentor**

	<b>ESSENTIAL</b>	<b>IDENTIFIED BY</b>		<b>DESIRABLE/HELPFUL</b>	<b>IDENTIFIED BY</b>	
QUALIFICATIONS	<ul style="list-style-type: none"> <li>GCSE Maths and English or equivalent</li> </ul>	A	I	<ul style="list-style-type: none"> <li>Any additional relevant qualifications</li> </ul>	A	I
EXPERIENCE	<ul style="list-style-type: none"> <li>Experience of working with or caring for secondary school age children</li> <li>Experience of working in a school environment</li> </ul>	A		<ul style="list-style-type: none"> <li>Previous work with individuals with additional needs</li> </ul>	A	
QUALITIES	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>Ability to work as part of a team</li> <li>Ability to use own initiative</li> <li>Good literacy and numeracy skills</li> <li>Effective and efficient organisational skills</li> <li>Ability to build professional relationships with students and staff</li> <li>Ability to maintain confidentiality in line with GDPR requirements</li> <li>Good ICT skills</li> <li>Self-motivated and proactive</li> </ul>	I	I	<ul style="list-style-type: none"> <li>Previous experience of working with pupils with academic, emotional/behavioural needs or communication difficulties</li> <li>Well-developed multi-tasking and time management skills</li> <li>Willingness to lead extra-curricular activities.</li> </ul>	A	I
OTHER	<ul style="list-style-type: none"> <li>Strong administrative skills</li> <li>Commitment to quality and continuous improvement</li> <li>Of smart and professional appearance</li> <li>Supportive of the Catholic ethos</li> <li>Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li> </ul>	A	I	<ul style="list-style-type: none"> <li>Experience of working in a school office / setting</li> </ul>	A	I