**PERSON SPECIFICATION**

**Pastoral Support Officer**

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| **JOB REQUIREMENTS**  | **Essential**  | **Desirable**  | **Method of** **Assessment I//A\***  |
| **Qualifications**  |  |  |   |
| Good general standard of Education  |  |  | A  |
| NVQ Level 3 Teaching Assistant  |   |  | A  |
| Level 1 & 2 in Safeguarding and Child Protection  |   |  |   |
| **Experience**  |  |  |   |
| Evidence of working with and supporting pupils in a one to one setting and/or group setting, preferably at secondary school age  |  |  | I/A  |
| Evidence of delivering schemes of work or similar to pupils  |  |  | I/A  |
| Experience of and confidence in dialogue with parents around the progress and behaviour of identified pupils  |  |  |  |
| Experience of in depth work with troubled families to support pupil progress  |   |   |   |
| **Skills, knowledge and Understanding**  |  |  |  |
| A positive interest in working with pupils  |  |  | A  |
| Ability to use initiative and a high degree of flexibility  |  |  |   |
| Ability to adapt to different situations  |  |  | I/A  |
| Ability to work alone and as part of a team  |  |  | A  |
| Effective communication skills  |   |  | I/A  |
| An understanding of Safeguarding and the necessary Child Protection procedures in a school.  |   |  | I/A  |
| Ability to work calmly and with patience  |  |  | I/A  |
| An interest in ICT  |   |  | I/A  |
| A strong commitment to equality  |   |  | I/A  |
| Good organisational skills  |   |  | I/A  |
| Confident to liaise and build good working relationships with colleagues and other professionals.  |   |  | I/A  |

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| **Other Requirements**  |  |  |  |
| A commitment to on-going personal development and willingness to undertake appropriate training.  |   |  | I/A  |
| Appointment to the post is subject to a satisfactory enhanced DBS check  |   |  | I/A  |

**\*I – Interview A – Application form**