**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**