

**PERSON SPECIFICATION**  
**Pastoral Support Officer**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment I//A*</b>
<b>Qualifications</b>			
Good general standard of Education	✓		A
NVQ Level 3 Teaching Assistant	✓		A
Level 1 & 2 in Safeguarding and Child Protection	✓		
<b>Experience</b>			
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	✓		
<b>Skills, knowledge and Understanding</b>			
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

<b>Other Requirements</b>			
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