**BEACONSFIELD HIGH SCHOOL**

**PERSON SPECIFICATION**

**Pastoral Support Assistant**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS & ABILITIES** | Have a special interest in the emotional, mental and physical wellbeing of young people  Able to work as an individual or as part of a team  Adaptable and flexible  Able to form and maintain professional relationships and boundaries with young people and adults  Able to deal with confidential information in a sensitive manner  Well organised, practical and resourceful  Patient and approachable | Positive listening skills  Calm and reassuring particularly when under pressure  First aid skills |
| **EXPERIENCE & KNOWLEDGE** | ICT skills – Word, Excel, SIMS | Previous experience of working with young people in an academic environment  Experience in record keeping |
| **QUALIFICATIONS** | GCSE grade A\* to C in Maths and English, or equivalent | Recognised relevant qualifications |