



An All-through Co-operative School

## PERSON SPECIFICATION FORM

**POST TITLE:**

Pastoral Support Officer – Scale SO1

### PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT	
	APPLICATION FORM	INTERVIEW
E- Essential, D- Desirable		
<b>1. QUALIFICATIONS</b>		
(a) GCSE Grade A*-C or equivalent qualifications – minimum in English and Maths (E)	*	
(b) A good degree (D)	*	
(c) Evidence of continuing professional development in a field closely related to the role (D)	*	
<b>2. KNOWLEDGE AND EXPERIENCE</b>		
(a) Experience of working with children, young people and parents/carers within the field of education, social care or the voluntary sector (E)	*	*
(b) Experience of delivering individual and group-based support to both children and adults (E)	*	*
(c) Knowledge of the Common Assessment Framework and an understanding of the requirements of the Lead Professional role (D)	*	*
(d) Awareness of the legislation affecting school attendance requirements (D)	*	*
(e) Understanding of safeguarding and child protection procedures (E)	*	*
(f) Knowledge of locally available support services (D)	*	*

(g) Knowledge of the social and emotional factors that affect a child's capacity to learn (E)	*	*
(h) Knowledge of behaviour management techniques and restorative justice approaches (E)	*	*
<b>3. SKILLS AND ABILITY</b>		
(a) Ability to relate to children, young people, parents and carers in an empathetic manner. (E)	*	*
(b) Ability to deal with sensitive issues with confidence and professionalism (E)	*	*
(c) Ability to write responses to letters on behalf of DSD (E)	*	*
(d) Ability to complete Welfare checks on students for external agencies like Social Care (D)	*	*
(d) Good all round Information Technology skills in particular Microsoft Office including the ability to make effective use of spreadsheets, database and electronic mail (E)	*	*
(e) Ability to prioritise own workload, work on own initiative and work to tight deadlines (E)	*	*
(f) Ability to minute meetings accurately (E)	*	*
(g) Ability to collate and summarise information and data (E)	*	*
(h) Excellent communication skills, including face-to-face, telephone, and in writing (E)	*	*
(i) Proven ability to carry out assessments of children and their families (D)	*	*
(j) Ability to work as part of a team and use own initiative when required (E)	*	*
(k) Ability to prioritise workloads, be flexible and work to deadlines (E)	*	*
(l) Ability to deliver presentations to groups of students and to chair meetings (E)	*	*
<b>4. EQUAL OPPORTUNITIES RELEVANT TO THE POST</b>		
(a) Commitment to and contribution to School Equal Opportunities Policy (E)	*	*
(b) Experience of working in a multicultural environment (E)	*	*
(c) Committed to the promotion of equal opportunities, fundamental British values** and Co-operative values*** (E)	*	*
<b>5. CHILD PROTECTION</b>		
(a) Committed to safeguarding and promoting the welfare of children and young people (E)	*	*
<b>6. DISPOSITION</b>		

(a) To be interested in students as individuals and how they learn (E)	*	*
(b) To display a warm and approachable demeanour (E)	*	*
(c) A flexible approach and sense of humour	*	*
(d) To display a professional manner in various contexts (E)	*	*

\*\*Fundamental British values - democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

\*\*\*Co-operative Values - self-help, self-responsibility, democracy, equality, equity and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others.