

**Person Specification**

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| Post: | Pastoral Assistant |

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| Essential | Desirable |
| To have 5 GCSE qualifications at Grades C or better including English and Mathematics or equivalent  | Education to degree level  |

**Education**

**Experience**

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| Essential | Desirable |
| Experience of working with challenging young people  | Experience of working in a secondary school context  |

**Job related knowledge, aptitude, and skills**

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| Essential | Desirable |
| Good interpersonal and communication skills | Some knowledge of working with pupils with Special Educational Needs (SEN)  |
| Good organisation and time management skills | An understanding of how pastoral systems in secondary school work  |
| The ability to work independently following guidance and advice | An ability to use SIMs |
| Sound IT skills and in particular the ability to use Microsoft Office software proficiently.  |  |
| A good command of spoken and written English in order to be able to model the required standards of literacy to pupils.  |  |

**Personal qualities**

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| Essential | Desirable |
| An ability to see through work having been given advice and guidance |  |
| An ability to work in a calm consistent manner  |  |
| An genuine interest in helping children learn |  |
| Confidence, imagination, drive and enthusiasm |  |
| A capacity for hard work and the ability to manage its pressures |  |
| The ability to be self-critical |  |
| A desire to work with and a commitment to the safeguarding of children |  |