

Pastoral Support Officer Person Specification

	JOB REQUIREMENTS	Essential	Preferred	Assessed
Knowledge, Experience and Skills	GCSE / CSE in English and Maths, grade C and a recognised appropriate qualification at diploma level or above or equivalents	✓		A
	First Aid Qualification		✓	A
	Specialist SEN/ESBD Training		✓	A
	Experience of working with children with ESBD (Emotional, Challenging and Behavioural difficulties)	✓		A, I
	Previously worked within youth services or a secondary school setting.	✓		A, I
	Experience of working with children with a range of SEND, supporting with literacy and numeracy		✓	A, I
	Experience of working to minimise children's risk taking and to keep children safe		✓	A, I
	Further relevant qualifications i.e. counselling		✓	A
	Experience supporting students to access KS3 and KS4 alternative or vocational curriculum		✓	A, I
	Experience of Behaviour Management Strategies	✓		A, I
	Experience of maintaining students learning records and reports	✓		A, I
	Good level of IT skills inc Microsoft Office (word, outlook, excel)	✓		A, I
Interacting Presenting and Communicating Information	Able to effectively communicate with a wide variety of staff and students	✓		A, I
	Able to project a respectable and professional image at all times	✓		I
	Helpful and positive attitude in a busy environment	✓		I
	Able to empathise with children and understand issues around behaviour and social deprivation	✓		I
Organising and Executing – Planning and Organising	Willingness to respond positively to all aspects of work	✓		A, I
	Able to be an effective timekeeper and able to manage and organise own time	✓		A, I
	Able to use initiative and seek appropriate solutions to problems	✓		I
Supporting and Co-operating –	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		I

Working with People	The ability to foster excellent relationships with pupils to enable the post holder to respond sensitively to a series of personal and complex issues	✓		I
	Excellent team worker	✓		I
	Ability to motivate students to build self-esteem and confidence	✓		I
Adapting and Coping with Pressures and Setbacks	Ability to maintain a calm approach and work effectively under pressure	✓		I
	Able to handle conflict or sensitive situations with tact and compassion	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of your people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I

A = by application, I = assessed on Interview Day