Student Pastoral Support Officer

Person Specification

Specification	Essential	Desirable
Education and training	• Relevant training for use in school management • Commitment to continuous professional development	Degree or equivalent experience Further professional training
Experience	• Recent successful experience relevant to working in teaching environment throughout the age and ability range in a co-educational secondary school • Evidence of being an effective member of a team • Experience of promoting high expectations and aspirations for students and staff • Positive working relationships with students, parents and staff • Confident user of data management systems and ability to learn new systems	Contribution to whole school projects
Relevant skills and Aptitudes	• Ability to form excellent working relationship with staff, parents and students • Ability to promote a calm learning environment • Ability to work calmly and deliver in challenging circumstances • Excellent record of health and attendance • Excellent telephone manners with a commitment to customer care • Ability to be a strong team player • Ability to handle difficult conversations assertively within the boundaries of a professional attitude	Experience of managing an office