

# Person Specification

**Job Title:** Behaviour Support Officer  
**Responsible To:** Assistant Headteacher  
**Grade:** Grade H point 14 - 17

1. Qualifications and Training	Essential/Desirable	Source of Evidence
• NVQ level 4 in a relevant subject or the equivalent level of knowledge gained from demonstrable relevant work experience	E	Application Form/ Written Reference
• Evidence of further training and development in this field	D	
• A full driving licence	D	
• Current First Aid Qualification or willingness to undertake training	E	
2. Experience	Essential/Desirable	Source of Evidence
• Relevant experience of working directly with children (preferably within a school setting)	E	Application Form/Written Reference/Selection Activity/Interview
• Relevant experience of supporting the social, emotional and educational development of pupils	E	
• Experience of dealing with difficult and challenging behaviour	E	
• Experience of developing effective strategies to promote positive behaviour in children	E	
• Relevant experience of working within a main stream education	D	

environment		
• Experience of working with or in alternative provision	D	
<b>3. Professional Knowledge</b>	<b>Essential/Desirable</b>	<b>Source of Evidence</b>
• An understanding of young peoples' social, emotional and educational development needs	E	Letter of Application/Formal Interview/Selection Activity
• Knowledge of current child protection and safeguarding practice	E	
• An understanding of the learning environment in which schools operate, including health and social care issues	D	
• Participation on courses relevant to supporting pupils who experience emotional and behavioural difficulties	D	
<b>4. Professional Skills</b>	<b>Essential/Desirable</b>	<b>Source of Evidence</b>
• A wide range of ICT skills, e.g. word processing, email, internet	E	Letter of Application/Formal Interview/Selection Activity
• Ability to work constructively as part of a team and on your own	E	
• To be able to develop a good rapport with young people, parents and colleagues	E	
• Experience in managing budgets	D	
• Ability to relate to children from diverse social backgrounds	E	
• Ability to be self-managing, and prioritise workloads effectively using one's own initiative	E	
• Experience of organising workshops activities & delivering learning experiences	E	
• Positive approach to problem solving	E	
• Development planning, report writing and record keeping	E	
• Working knowledge of SIMS and Class Charts	D	

<b>5. Personal Attributes</b>	<b>Essential/Desirable</b>	<b>Source of Evidence</b>
• Adaptability and a flexible approach	<b>E</b>	Letter of Application/Formal Interview/Selection Activity
• Team player who works effectively with other colleagues	<b>E</b>	
• Calm under pressure	<b>E</b>	
• Ability to uphold our core values	<b>E</b>	
<b>6. Communication</b>	<b>Essential/Desirable</b>	<b>Source of Evidence</b>
• Maintaining confidentiality	<b>E</b>	Letter of Application/Formal Interview/Selection Activity
• Excellent communication with all age groups and abilities, both oral and written	<b>E</b>	
• Ability to foster constructive relationships with, and gain the confidence of, young people, parents/carers and colleagues	<b>E</b>	
<b>7. Safeguarding Children</b>	<b>Essential/Desirable</b>	<b>Source of Evidence</b>
• Able to form and maintain appropriate relationships and personal boundaries with children	<b>E</b>	Selection Activity/Written Reference/Formal Interview
• Has appropriate motivation to work with children and young people	<b>E</b>	
• Has the ability to maintain appropriate relationships and personal boundaries with children and young people	<b>E</b>	
• Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	<b>E</b>	
• Demonstrate commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education	<b>E</b>	