**Horizon Pastoral Support Officer**

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**Working with students with Autism**

**About Horizon and what it offers**

Horizon supports ASC students with mild to moderate autism and associated needs in a mainstream school. The Horizon base, working with around 60 ASC students, is a self-contained unit with its own entrance, classrooms and play area. Students are taught in the base or within mainstream lessons, as best fits their needs.

**What we are looking for – Person specification**

We want to appoint a member of staff that is committed to supporting students to achieve their best. You should have experience of working with students with a diagnosis of Autism -or other relevant experience of working with secondary age children. You would be working closely with our very experienced Horizon Pastoral Manager and other leaders in the base to support students’ personal development, behaviour and well-being, as well as to ensure high quality liaison with parents/carers.

You will be expected to work effectively with both teaching and support staff at all levels as well as with parents/carers, students and external agencies. You will thus need the following qualities: -

* Ability to handle sensitive issues relating to students, keeping confidentiality as required
* Ability to form good working relationships with students, parents/carers and colleagues
* Good oral and written communication skills
* Good organisational and time management skills and the ability to work under pressure
* Adaptability and flexibility in working practices and the ability to know when to use initiative
* A high degree of professionalism in your approach to work and tasks set
* An ability to be a good role model for students and colleagues.

In addition, it will be advantageous to:

* Be computer literate and either have experience of school related computer systems and/or be willing to learn new computer systems
* Be willing to access in-house/external training to enhance professional development
* Have some experience of working with young people with learning/behavioural difficulties and/or autism.

Training in school systems and practices will be provided.

Please state, on the application form, in the supporting statement section, how you meet the job description and person specification above. Candidates will be shortlisted from the field available on the basis of the extent to which they meet the criteria in their application form.

**May 2022**