



**St Gabriel's C of E School
Office – Pupil Support
Person Specification**

Qualifications
Education to A level or equivalent standard
GCSE English and maths (or equivalent)
First aid training (or willingness to complete it)
Experience of:
supporting children academically
supporting children with a variety of special educational needs
supporting children's Social, emotional and mental health needs
working within a primary school or with primary aged children
delivering a variety of SEN interventions
using data entry systems
carrying out administrative tasks
dealing with face-to-face and telephone interactions
working and collaborating within a team
Skills and Knowledge
Flexibility
Ability to take the initiative and take action accordingly
Ability to respond quickly and effectively to issues that arise
Ability to plan, organise and prioritise to meet deadlines
Good oral and written communication skills
Ability to use IT packages including (but not limited to) word processing, spreadsheets and presentation software, and the willingness and ability to learn how to use new packages
Understanding of data protection and confidentiality
Hard working active team member
High standard of written and spoken English
The ability to support children academically from Reception to Year 6
A positive and enthusiastic outlook
A commitment to supporting children's social and emotional and behavioural development
A sense of humour
The ability to liaise with and gain the confidence of all school staff
Supportive of our Christian ethos
An understanding of and commitment to following safeguarding practices and safeguarding children
Personal Qualities
Warm and approachable
Calm, empathetic, patient
A good listener
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school

Ability to work under pressure and prioritise effectively
Commitment to maintaining confidentiality at all times
Commitment to safeguarding and equality
Embraces change well
Deals with difficult situations effectively