



# ARTHUR MELLOWS VILLAGE COLLEGE



## PERSON SPECIFICATION

### PASTORAL ASSISTANT AND BEHAVIOUR OFFICER

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS AND TRAINING</b>	Grade 5 or above at GCSE (or equivalent qualification in) English and Maths.	5 or more GCSEs (or equivalent qualification) at Grade 5 or above.
<b>EXPERIENCE</b>	Deal with individual parents.  Empathy with students  Working in a team	Foster positive relations with parents.  Previous pastoral work  Previous work in a school
<b>SKILLS</b>	Good communication skills – parents, students, external agencies. Interest in student welfare. Good time management. Ability to prioritise. Ability to meet with parents. Liaise with Head of Year and Senior Pastoral Manager.	Ability to liaise with external agencies.  Mentoring/counselling.
<b>KNOWLEDGE</b>	Use data for pupil performance /attendance monitoring  ICT literate	Use data to improve pupil attainment and attendance.  Pastoral care in development of whole child.  Philosophy of pastoral issues.  Child Protection.
<b>DISPOSITION</b>	Team player Sense of humour Flexibility Enjoys a challenge Perseverance Understanding Presence Resolve	Ability to raise the awareness of the role.  Using initiative