



Academies Trust

PERSONNEL SPECIFICATION
PASTORAL ASSISTANT

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy	<ul style="list-style-type: none">• Social work, youth work, counselling, teaching or mentoring qualification and or experience.• Team teach
Experience	<ul style="list-style-type: none">• Experience of working with young people• Experience of working with other professionals• Knowledge of relevant practices and procedures• Knowledge of methods of behaviour management• Demonstrate a commitment to safeguarding and promoting the welfare of children and young people and an expectation of colleagues to do the same.	<ul style="list-style-type: none">• Secondary school experience
Special Knowledge	<ul style="list-style-type: none">• Ability to work with challenging young people in a sympathetic and constructive way• Reliable, enthusiastic, ability to work effectively with other adults• Ability to work effectively under pressure with a positive creative attitude• Excellent organisational and communication skills• An understanding of the needs of a multicultural society.	<ul style="list-style-type: none">• Ability to interpret between English and another language, especially Roma or another EU language such as Slovak, Czech or Polish.• Awareness of relevant policies/codes of practice and legislation with regard to managing attendance and behaviour• Knowledge of Health & Safety procedures• Ability to use relevant technology / ICT effectively• Ability to use relevant equipment/resources

Attributes	Essential	Desirable
Safeguarding	<ul style="list-style-type: none"> An understanding of and commitment to safeguarding and promoting the welfare of children and young people. 	
Equality	<ul style="list-style-type: none"> A personal and professional commitment to equal opportunities, diversity and promoting good race relations. 	
Personal Circumstances	<ul style="list-style-type: none"> Will not require holiday leave during term time Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) Ability to deal with a large multi-level building. Must be able to perform all duties and tasks with reasonable adjustment where appropriate in accordance with the Equality Act 2010. Ability to cope with the requirements of the post which will include working with pupils who have emotional, behavioural or physical difficulties. 	
Physical and Sensory	<ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate 	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.