

Diamond Hall Infant Academy, Well Street,

Sunderland SR4 6JF

Tel: 0191 564 0222

E-mail: enquiries@diamondhallinfantacademy.co.uk

Web Site: [www.diamondhallinfantacademy.co.uk](http://www.diamondhallinfantacademy.co.uk)

Head Teacher: Mrs L Park

**DIAMOND HALL INFANT ACADEMY**

**PERSON SPECIFICATION**

**PASTORAL OFFICER**

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| **Category** | **Essential** | **Desirable** | **Method of Assessment** |
| Application | Fully supported by references | Fully supported by references | Application |
| Qualification Criteria  | * Degree or equivalent qualification in one of social care, education, youth services or other relevant field of study
* Evidence of Continuous Professional Development
* Level 2 English (Grade C GCSE or equivalent)
* Level 2 mathematics (Grade C GCSE or equivalent)
* Hold a Full UK driving licence and car to travel as and when required
* Right to work in the UK
* Strong analytical skills on Microsoft packages such as Excel
 | * Deputy DSL trained (or willing to undertake)
 | * Application Form
* Application/Interview/Supporting Statement
* Application/Interview/Reference
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| Knowledge, Skills and Experience | * Experience of establishing effective, appropriate relationships with a variety of children and their families
* Experience of working with young children
* Experience of working with multi-agencies
* Experience of dealing with difficult situations calmly and confidently
* An understanding of safeguarding and child protection procedures
* Able to work well as part of a team
* Able to balance competing priorities and use own initiative to meet deadlines
 | * An understanding of safeguarding and child protection procedures
* Able to work well as part of a team
* Able to analyse and interpret data
 | * Application Form
* Application/Interview/Supporting Statement
* Application/Interview/Reference
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| Personal Characteristics | * Genuine passion for and a belief in the potential of every child
* Has a genuine desire to involve themselves fully in the life of our school
* Highly organised and able to prioritise between the competing elements of the role
* Highly developed social intelligence with a wide range of stakeholders
* Responsive to feedback and engages in professional development
* Excellent written and oral communication skills
* Ability to influence and participate in the Academy processes
* Demonstrates an innovative and proactive approach to work
* Evidence of well-developed ICT skills
* Exercises sound judgement, especially relating to confidentiality and discretion
* Can inspire others to be the best they can be
 |   | * Application Form
* Application/Interview/Supporting Statement
* Application/Interview/Reference
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| Other  | * Commitment to equality of opportunity and the safeguarding and welfare of all children
* Willingness to undertake training
* This post is subject to an enhanced DBS check
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Name of Author: Laura Park

Date: September 2025