

Diamond Hall Infant Academy, Well Street,

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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 |
| 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 |
| 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 |
| 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 |  |  |

Name of Author: Laura Park

Date: September 2025