

THE LEGACY LEARNING TRUST ACKLAM GRANGE SCHOOL PERSON SPECIFICATION: Pastoral Support Assistant



	Essential	Desirable	Measured by
Qualifications/ Training	 Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English Commitment to training / health and safety legislation Willingness to undertake First Aid Training 	 Further professional qualifications Evidence of related training First Aid qualification 	A/Q A/Q I
Knowledge and Experience	 Experience of working with children/young people Full working knowledge of relevant policies/codes of practice Committed to safeguarding and promoting the welfare of children and young people Developing and maintaining positive working relationships with a range of students in order to provide guidance and support A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process Experience of dealing with behaviour issues in an academic environment Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner Experience of school monitoring systems and using this data to identify issues promptly and accurately Experience of managing a busy workload whilst maintaining high standards 	 Evidence of Safeguarding/ Child protection and the Data Protection Act Experience of recognising early signs of disengagement Knowledge of the academic and pastoral ethos of a school environment Experience of work in a school environment or educational establishment 	A/I
Skills and Ability	 Ability to work in a challenging environment Ability to produce accurate work to tight deadlines Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate Ability to establish and maintain strong relationships with all stakeholders Ability to work flexibly across departments to support colleagues in order to meet whole school requirements An ability to react to organisational change quickly and positively 	 Presentation skills Knowledge of the School Management Information System (MIS) 	A/I

	 Ability to communicate clearly both orally and in writing pitched at the right level for the audience Ability to handle confidential information with discretion Ability to relate sensitively to service users with complex problems and to contribute to a team approach to ensure that service user issues are considered Ability to identify realistic but challenging self-development needs and take responsibility for own learning Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery Ability to maintain confidentiality at all times E-literate and competent in IT packages e.g. Microsoft Office Ability to assimilate information Knowledge of adolescent behaviour and management systems Knowledge of working with families to promote cohesion and achievement 	
Person Characteristics	 Committed to safeguarding and promoting the welfare of children and young people High level of emotional intelligence/ self-awareness Friendly and outgoing Able and willing to establish good professional relationships Self-motivated and able to work on own initiative without supervision Commitment to high standards Commitment to team work Commitment to equal opportunities Willingness to learn 	I A/I

Measured by Key:

A: Application form/letter

Q: Qualification Check

I: Interview