

## Pastoral Support Assistant - Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE (or equivalent) in Maths and English or the equivalent level of competency.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of communication with a range of different Stakeholders.</li> <li>Understand and follow key policies for Safeguarding and Attendance.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children who have additional needs in an educational setting</li> <li>Experience of working in a similar role.</li> <li>Experience in monitoring school attendance</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>A basic knowledge of signs of child abuse</li> <li>Experience of working effectively with parents/carers and children</li> <li>Enthusiasm</li> <li>Versatility</li> <li>Be resilient and demonstrate ability to work calmly under pressure</li> <li>Sense of humour</li> <li>Hardworking and reliable</li> <li>Computer literate with proven ability to use Microsoft Word, Excel and PowerPoint with good keyboard skills.</li> <li>Ability to work collaboratively with colleagues from outside agencies</li> <li>Have good organisational skills and the ability to manage time effectively</li> <li>Ability to prepare reports/records/data as required</li> <li>Act as a role model to our young people</li> <li>Ability to act in a professional manner when dealing with the school's stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of child protection procedures</li> <li>Be able to demonstrate some decision-making abilities</li> <li>Experience of participating and contributing to multi-agency work</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work independent and contribute as a team member</li> <li>Ability to determine priorities and manage time effectively</li> <li>A commitment to their continuing professional development</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>Complete a Disclosure and Barring Service (DBS) check</li> <li>Be able to work flexibly within our team</li> </ul>	