

**Person Specification
Pastoral Support Assistant**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English and Maths GCSE or equivalent Grade C/5 or above 	<ul style="list-style-type: none"> Mental Health First Aid Training Current First Aid at Work certification (obtained within the last 2 years)
Experience	<ul style="list-style-type: none"> Working with young people (preferably aged 11-18 years) Working with outside agencies Experience of effective record keeping Experience of managing own workload 	<ul style="list-style-type: none"> Experience of establishing successful multi-agency partnerships Dealing with child welfare and child protection issues Working with parents/carers to support a young person's health (including mental health) Working in a school setting Experience working with school-based data management system Experience of using Microsoft Office Understanding of Child Protection and safeguarding procedures
Skills	<ul style="list-style-type: none"> Excellent written and verbal communication skills Ability to organise and prioritise own work load, working to deadlines where needed Ability to record information accurately and appropriately Ability to work constructively both as part of a team and individually Ability to stay calm and work effectively when under pressure while maintaining a positive, professional attitude An understanding of the need for confidentiality and the implementation of professional boundaries Ability to respond effectively to students from a wide range of social and economic backgrounds Calm, friendly and reassuring with the ability to respond to students firmly when they are seeking medical support unnecessarily Ability to converse at ease in accurate spoken English 	<ul style="list-style-type: none"> Ability to work with outside Agencies e.g. School Nursing Team, CAMHS, Motiv8 and Medical Needs Team.
Personal	<ul style="list-style-type: none"> A positive role model for students 	

Qualities	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels • Outstanding interpersonal and communication skills • Ability to build and maintain good working relationships with students and staff • A patient, non-confrontational and positive role model • Honest and reliable, proactive and self-motivated • Confident with a positive attitude, flexible and resilient • Ability to form and maintain appropriate relationships and personal boundaries with young people and adults • Friendly and approachable manner • Flexible and committed team player 	
Requirements	<ul style="list-style-type: none"> • A passion for promoting healthy lifestyles in young people • Commitment to anti-discriminatory practice • An unconditional positive regard for young people and a passion for helping students to overcome barriers to learning • A positive role model for students • A desire to make a difference • Committed to safeguarding and promoting the welfare of children • Work within school procedures and policy guidelines • Follow confidentiality protocol • Full driving licence • Enhanced DBS clearance with children's barred list checks 	