



ST FRANCIS XAVIER'S COLLEGE

PASTORAL SUPPORT OFFICER PERSON SPECIFICATION

| Qualifications and Experience | Essential | Desirable | Source |
|---|------------------|------------------|---------------|
| 5 GCSE passes A* - C or equivalent qualification | ✓ | | A/I |
| ICT proficient | ✓ | | A/I |
| Knowledge of SIMS | | ✓ | A/I |
| Experience in use of Excel and SIMS environment | | ✓ | A |
| Experience of de-escalation and managing behaviour | ✓ | | A/I |
| Experience of working with and promoting good relationships with parents/carers and outside agencies. | ✓ | | A/I |
| Experience of supporting young people on a one to one and group work basis. | ✓ | | A/I |
| Experience collating and analysing data and report writing for a variety of Parties. | ✓ | | A/I |
| Experience of supporting students in an educational setting to achieve positive outcomes and development. | | ✓ | A/I |

| Abilities, Knowledge, Skills and Understanding | Essential | Desirable | Source |
|---|------------------|------------------|---------------|
| Ability to work under pressure and meet deadlines | ✓ | | A/R/I |
| Excellent organisation skills including record keeping. | ✓ | | A/R/I |
| | | | |

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|---|---|--|-------|
| Ability to relate and communicate with students, parents/ carers, colleagues and outside agencies | ✓ | | A/R/I |
| A good working knowledge of child protection procedures | ✓ | | A/R/I |

| Personal Qualities | Essential | Desirable | Source |
|--|------------------|------------------|---------------|
| Sensitive to the needs of the individual and willing to respond to those needs | ✓ | | A/R |
| Enthusiasm and energy for supporting young people. | ✓ | | A/I/R |
| The ability to interact with people at all levels. | ✓ | | A/I/R |
| Excellent attendance and punctuality records | ✓ | | A/R |
| Flexible approach to work | ✓ | | A/R/I |

| Other Requirements | Essential | Desirable | Source |
|---|------------------|------------------|---------------|
| Application forms should be completed in full | ✓ | | A |
| Letters should be clear and concise | ✓ | | A |
| CRB Enhanced Disclosure required | ✓ | | I |

| Confidential References and Reports | Essential | Desirable | Source |
|---|------------------|------------------|---------------|
| Positive recommendation from all referees, including current employer | ✓ | | A/R |
| Satisfactory health & attendance record | ✓ | | A/R |

*** SOURCE**

A - application

I - interview

R - references