Pastoral Support Officer

Person specification

		Essential	Desirable
Qualifications	Formally recognised qualifications including Maths and English – Grade C or equivalent	X	
	Evidence of professional development (INSET attendance, course, personal study…)		X
	Commitment to continual professional development	X	
Experience & skills	Experience of an educational setting		X
	Experience of working with young people	X	
	Knowledge of relevant legislation, including current Safeguarding Training		X
	Excellent written and communication skills	X	
	Proven ability to work under pressure and be able to prioritise	X	
	Being able to confidently use common Microsoft packages	X	
	Ability to quickly adapt to using new systems and software packages	X	
	Experience of, or commitment to engaging in restorative practices		X
Personal qualities	High expectations of children and parents and the ability to develop high quality relationships with them	X	
	Excellent organisational and time-management skills	X	
	Solution-focussed attitude	X	
	Positive team spirit, commitment to the shared ethos of the college	X	
	Commitment to the Catholic Values of the college	X	