**PERSON SPECIFICATION**

**Job Title: Pastoral Support officer/Deputy College Leader**

**Grade:** G4

**Hours:** 36 hours per week, Term-Time only plus 1 week

**Job Purpose:** to support College Leaders:

* In the day-to-day management of student behaviour, including (but not limited to) restorative conversations, reintegration, reward, attendance and punctuality, general well-being of students and to provide assistance concerning day-to-day student problems
* to equip students with the tools to improve their interactions with others so that they develop excellent communication skills
* provide administrative support to the College Leaders / Assistant Headteacher (Support)

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|  | **Job Requirements** | **Measurement\*** |
| **Knowledge,****Skills & Abilities** | Proficiency in working with standard office applications such as MS Word, Excel and OutlookExcellent organisational and administrative skills The ability to operate a computerised administrative system / databaseCompetent at extracting data and running reports as necessaryAbility to prioritise and multitaskAbility to manage own workloadAbility to meet deadlinesExcellent telephone mannerExperience of providing wellbeing support for studentsThe ability to recognise and appreciate the confidential nature of some work undertakenExcellent attention to detailCarries out routine liaison to pass on information promptly and accurately to all those who need to know.Ability to empathise with students within a college situationA clear understanding of developments in educationHigh level of literacy/communication skillsEvidence of commitment to Continuous Professional Development  | A IA IA IA IA IIA IIIIA IIIIA I |
| **Experience** | * Clerical background covering activities such as typing, filing and using the telephone
* Administrative experience in an educational environment (Desirable)
* Working with children and young people
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| **Educational** | 5 GCSEs grade A-C, including Maths and English (or equivalent (Desirable)* A relevant administrative qualification or evidence of formal training (Desirable)
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| **Special Requirements** | This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but he Disclosure & Barring Service (DBS) will be required prior to appointment.  | DBS |

***A= Application I = Interview R = References***