**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 Outlook  Excellent organisational and administrative skills  The ability to operate a computerised administrative system / database  Competent at extracting data and running reports as necessary  Ability to prioritise and multitask  Ability to manage own workload  Ability to meet deadlines  Excellent telephone manner  Experience of providing wellbeing support for students  The ability to recognise and appreciate the confidential nature of some work undertaken  Excellent attention to detail  Carries 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 situation  A clear understanding of developments in education  High level of literacy/communication skills  Evidence of commitment to Continuous Professional Development | A I  A I  A I  A I  A I  I  A I  I  I  I  A I  I  I  I  A 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 | A I R  A I R  A I R |
| **Educational** | 5 GCSEs grade A-C, including Maths and English (or equivalent (Desirable)   * A relevant administrative qualification or evidence of formal training (Desirable) | A I  A I |
| **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***