



St Anne's Catholic School

Person Specification for Pastoral Support Worker

<u>Essential</u>	<u>Desirable</u>
In sympathy with the ethos of the school visible in relationships with all stakeholders	
Understanding of the importance of safeguarding children	Experience in safeguarding work
Have a holistic approach to the well-being and education of pupils	
Able to engender the trust of young people, particularly vulnerable young people, and liaise with their families	Experience of working effectively with vulnerable young people and their families
Able to manage challenging students in a professional, consistent and compassionate manner	Experience of working with challenging students and their families
Able to represent the school at external agency meetings	Experience of working effectively with external agencies and of making good decisions on behalf of the school and the pupils that are represented
Be flexible, able to work under pressure, prioritise tasks and meet deadlines	
Able to work effectively across a range of networks within, and beyond, the school	Experience of working effectively across a range of networks within, and beyond, the school
Have proficient ICT skills, including the use of Microsoft, email and internet	Proficient in the use of SIMS and/or CPOMS
Able to supervise groups of students if required	Experience of supervising groups of students
Able to work with confidentially whilst sharing appropriately information that needs to be shared in a non-judgemental manner	
Be efficient in dealing with paperwork and filing	
Able to liaise with both teaching and support staff	Experience of effectively working in a school environment
Have excellent communications skills, written and verbal	
Have an aptitude for accuracy and detail	
Be self-motivated and resourceful	
Have a smart appearance	

The successful candidate will be an adaptable and flexible team member who is discrete, calm and efficient with a sense of humour. All staff are expected to be in full support of the school's Christian ethos and values, whatever their own background.