



Holyhead

Teach What Matters

Holyhead School Person Specification

Post: Post 16 Student Engagement Officer

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good Honours Degree	<ul style="list-style-type: none">• Evidence of further educational professional development
Experience	<ul style="list-style-type: none">• Experience of working with students aged 16-19• Experience of UCAS application process	<ul style="list-style-type: none">• Experience of pastoral care• Experience of mentoring
Knowledge	<ul style="list-style-type: none">• Understanding of the course pathways in 16-19 education• Understanding on the progressions available to students following completion of Sixth Form• Strategies to promote the welfare, guidance, personal and social development of pupils	<ul style="list-style-type: none">• Effective use of data to monitor student progress
Skills	<ul style="list-style-type: none">• Ability to communicate clearly and effectively• Mediation• Willingness to manage and organise enrichment activities• Ability to motivate young people	<ul style="list-style-type: none">• Counselling skills• Extra-curricular involvement
Personal Qualities	<ul style="list-style-type: none">• Commitment to improving own development• An evaluative and reflective approach to own practice• High expectations of self, colleagues and students• Energy, enthusiasm and a sense of humour• Vision• Empathy• Ability to maintain appropriate, productive relationships with students• Ability to maintain emotional resilience	



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