

PERSON SPECIFICATION

Post Title: Pastoral Support Assistant

Salary Scale: Support Staff Grade E

Evidence Codes

AF – Application Form **M** - Medical
JRT – Job Related Task **I** - Interview
D - Documentation

Job Criteria				
	Essential	Source of Evidence	Desirable	Source of Evidence
Experience	Be able to demonstrate experience in the following:			
	Previous experience of working with children and families in the public, private or voluntary sector within a multi-racial and multi-cultural context.	AF/I		
	Working with vulnerable, challenged and challenging children	AF/I	Working with children in a Primary school setting	AF/I
	Experience of dealing with challenging behaviour	AF/I		
	Experience of providing supportive interventions to individual or small groups of children	AF/I	Experience of delivering Lego or other play therapies	
	Successfully addressing the needs of children at risk of underachieving	AF/I		
	Experience of supporting children's social and emotional needs			

Qualifications	CACHE Level 3 / NVQ Level 3 (or relevant equivalent qualification) in Supporting Teaching and Learning	D	Relevant degree level qualification	D
	Qualified Thrive or Nurture practitioner	D		
	GCSE (or equivalent relevant qualification) in English and Maths at Grade C or above	D		
	First aid qualified	D	Current Paediatric First Aid Certificate	D
Skills and Knowledge	Be able to demonstrate skills and knowledge in the following:			
	Ability to work effectively with children 1 to 1 or in small groups	JRT/I		
	Ability to identify individuals' barriers to learning to jointly engage in strategies to overcome these	AF/I		
	Demonstrate and promote positive values, attitudes and behaviour with pupils	I/JRT		
	Ability to build and maintain successful relationships with pupils, treating them with respect, consideration and concern	I/JRT		
	Ability to work on own initiative and within a team	AF/I		
	Able to communicate effectively with a wide range of people, within school and externally	AF/I		
	Able to organise and prioritise own workload to meet conflicting demands	AF/I		
	Experience of maintaining and analysing data in a school or similar environment	AF/JRT		

	Effective written and verbal communication skills	AF/I		
	Ability to work collaboratively and flexibly with school staff, colleagues and agency partners, drawing on a wide range of support, information opportunities and guidance.	AF/I		
	A commitment to safeguarding and promoting the welfare of children	AF/I		
Other factors	Willingness to undertake home visits where appropriate	I		
	Willingness to undertake relevant training	I		
	Professional, tactful and discreet at all times	AF/I		
Personal qualities	Able to form and maintain appropriate professional relationships with pupils, staff, governors, parents / carers and outside agencies	AF/I		
	To have enthusiasm and patience, and be sensitive to the needs of others	AF/I		
	Able to build and maintain rapport, trust and credibility with pupils and staff	AF/I		
	The ability to stay calm, and de-escalate confrontational situations	AF/I		
	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	M		
Job Circumstances	Enhanced Disclosure and Barring Service (DBS) clearance	D		

	Demonstrable evidence of continuous professional development and competence	D		
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, governors, staff and the wider community.	I		