

Person specification		
Job title: Pupil Support Officer	Grade: C	
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I) or reference (R)
Qualifications		
Minimum of 4 GCSE's at grade C or above, including English. In exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable.	E	AF
NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D	AF
Experience		
Experience of working with or caring for children of relevant age	E	AF
Experience of working in a relevant classroom/service environment	D	AF
Experience of Administrative work	D	AF
Experience of supporting pupils with challenging behaviour	D	AF
Knowledge, skills and abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	I
Ability to relate well to children	E	I, R
Ability to work as part of a team	E	AF, I, R
Excellent communication skills	E	AF, I, R
Ability to supervise and assist pupils	E	I, AF
Excellent time management skills	E	I, R
Good organisational skills	E	AF, I, R
Knowledge of classroom roles and responsibilities	D	AF, I
Knowledge of the concept of confidentiality	E	I
First Aid Certificate	D	AF

Witton Park

Academy

Good administrative skills	E	AF, I
Knowledge of secondary curriculum	D	AF, I
Good numeracy and literacy skills	E	AF, I
Ability to make effective use of ICT	D	AF, I, R
Flexible attitude to work	E	AF, I, R
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to sustaining regular attendance at work	E E E E	I, R I I I, R
Reviewed by: E.Davis Date: February 2023		
Note: We will always consider your references before confirming a job offer in writing.		