

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
QUALIFICATIONS AND TRAINING	Education to at least GCSE level in English and Maths (or equivalent) • ICT competence	<ul style="list-style-type: none"> Further Education Qualifications 	- A, I
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in school attendance Experience of working with statutory attendance processes Having worked with teenagers to support their pastoral care and help them achieve their potential Having worked as part of a team 	<ul style="list-style-type: none"> Problem solving/conflict resolution Able to present to range of audiences including adults and children 	- A, I
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Understanding of safeguarding and child protection Knowledge of exclusion processes and legislation The ability to build and develop positive relationships with students Understanding of the secondary attendance process Good oral and written communication skills The ability to plan, prioritise and organise Record keeping and administrative skills 	<ul style="list-style-type: none"> Knowledge of social care systems Understanding of behaviour management processes and systems 	- A, I
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Friendly & approachable Self-motivated and resilient A commitment to working as part of the whole school team and supporting the vision and aims of the school • Innovation, creativity and critical reflective thinking Committed to continual personal development Empathetic Ability to work under pressure Share high expectations of achievement and behaviour Full driving Licence and access to own vehicle 	<ul style="list-style-type: none"> Emotional intelligence The ability to inspire/motivate young people Communicate clearly to a range of audiences 	- I