

Person Specification

Student Progress Assistant

Criteria	Essential	Desirable
Qualifications		
Evidence of 5 or more GCSEs, including English and Maths.	X	
Experience of similar environments i.e. working with young people.	X	
Evidence of advanced study (level 3).		X
Degree and qualified teacher status.		X
First Aid at Work Certificate.		X
Experience		
Evidence of working in a team and the ability to work collaboratively.	X	
Evidence of success in organisation and administration in some form of children's/ office environment.	X	
Evidence of involvement in extra-curricular activities, youth work, voluntary work and educational visits in schools or similar institutions.	X	
Some teaching experience or time in a classroom environment in a youth centre or similar educational establishment.		X
SEND Experience		X
Student Progress Experience of working with young people or within a school setting		X
Counselling Experience		X
Awareness of safeguarding of children.		X
Knowledge and Skills		

Ability to support students experiencing emotional difficulties.	X	
Understanding and commitment to supporting student services.	X	
Experience of Admin work including filing, dealing with phone calls, working with confidential material and records. An appreciation of IT, whether for presentation, pupil administration and the tracking of performance.	X	
Ability to communicate effectively with different audiences, orally and in writing.	X	
Some understanding of skills required to work with 11-18 year old.		X
Ability to bring extra-curricular activity or skills to the post.		X
Personal Qualities		
Personal qualities in the applicant which make them suitable to work with children and young adults as well as fit into an administrative team.	X	
Commitment to partnership between school, parents, community, governing body and others who have an interest in the school.	X	
Proven ability to work as a team member.	X	
Ability to work under pressure.	X	
Pragmatically optimistic.	X	
Drive, energy, commitment and "willingness to go the "extra mile".	X	
Personal "presence" and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour.		X