

Person Specification

Job title:	Student Support Centre Associate	
Reports to:	Vice Principal for Behaviour/SLT	Scale F: Points 12 - 18

CRITERIA	EVIDENCE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	(See Key)
Essential	
1. GCSE English and Maths (A*-C) or equivalent	1, 2 & 3
2. Relevant professional qualifications or a willingness to work towards	1, 2, 3 & 4
Desirable	
3. Additional professional qualifications/training/experience related to this role	1, 3 & 4
4. Safeguarding qualification (full training will be given)	1,2,3 & 4
KNOWLEDGE	
Essential	
1. Working with young people, parents, carers and school staff	1, 3 & 4
2. Liaising with outside agencies that can offer support to students.	1 & 3
3. Some understanding of Data Protection/GDPR	1, 3 & 4
4. Excellent customer service, organisational and communication skills	1, 3 & 4
5. Able to challenge in a constructive manner	1, 3 & 4
6. Knowledge of ICT systems including Microsoft Word, Excel and PowerPoint	1 & 3
EXPERIENCE	
Essential	
7. Able to empathise, and convey authority and gain students' respect, apply boundaries and motivate whilst de-escalating difficult situations.	1, 3 & 4
8. Ability to work on own or with others as part of a team	1, 3 & 4
Desirable	
9. Working with young people who have emotional or behavioural difficulties	1, 3 & 4
10. Previously worked in or with a school setting	1
KEY SKILLS	
Essential	
11. Excellent interpersonal skills and to be able to communicate effectively both orally and in writing, which enable good relationships to be built with young people and adults.	1, 3 & 4
12. Self-starter, with an ability to work independently and use own initiative to overcome obstacles whilst being able to provide positive outcomes	1, 3 & 4
13. Ability to work independently and represent the school in a professional and caring manner	1 & 3
14. A willingness to support and encourage young people who may have emotional and behavioural difficulties	1, 3 & 4
15. Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	3
OTHER FACTORS	
Essential	
16. Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices	1, 3 & 4
17. Personal and professional resilience	1 & 3
18. Flexibility in working hours according to the needs of the role/school	1 & 3
19. Ability to deal sensitively and appropriately with confidential, personal information	1, 3 & 4
20. Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4
21. Ability to work with a wide variety of people internal and external.	1 & 3
22. An awareness and sensitivity to students' needs.	1 & 3
23. Able to prioritise own workload and the workload of others in order to meet deadlines	1
24. Good understanding of confidentiality and integrity when handling student information	1, 3 & 4
25. Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward	1 & 3

Person Specification prepared by:	HR
Designation:	Budmouth Academy Weymouth
Date:	June 2022

Evidence method for criteria

1. Application Form 2. Sight of Certificates 3. Interview 4. References