



DEVONPORT HIGH SCHOOL FOR GIRLS
PERSON SPECIFICATION
Student Support Officer



	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard of academic achievement, including English and Maths at grade 4/C or above• Full driving licence with Business Insurance	<ul style="list-style-type: none">• Level 1 and 2 Safeguarding Training
Experience	<ul style="list-style-type: none">• Evidence of establishing professional relationships with young people in a paid or voluntary capacity• Experience of supporting students in various circumstances• Experience of positive noticing and behaviour management	<ul style="list-style-type: none">• Experience of working in an education environment• Experience of working in a trauma-informed workplace• Experience of multi-agency working
Knowledge, Understanding and Skills	<ul style="list-style-type: none">• Good administrative, organisational and computer skills• Ability to prioritise tasks and meet deadlines• Ability to use initiative and a high degree of flexibility• Strong commitment to equality	<ul style="list-style-type: none">• Record keeping, information retrieval and dissemination of data / documentation• Knowledge of Data Protection legislation• Understanding of Special Education Needs
Personal	<ul style="list-style-type: none">• Excellent communication and interpersonal skills with young people and adults• Ability to work independently and as part of a team• Be able to maintain confidentiality• Committed to on-going personal development and willingness to undertake appropriate training	

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Head Teacher: Mr L Sargeant BA (hons), MA (Ed), PGCE, NPQH

Devonport High School for Girls Academy Trust

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