

# Person Specification

## Student Support Officer

Criteria	Essential	Desirable
<b>Qualifications</b>		
GCSEs grade C or equivalent in English and Maths.	x	
Appropriate S/NVQ level 3 or equivalent in learning, development and support services or willing to work towards gaining	x	
Further professional qualifications in education or social work.		x
<b>Experience</b>		
Direct experience of children and young people within a school setting	x	
Experience of mentoring		x
<b>Knowledge and Skills</b>		
Skills in negotiating, planning and managing activities.	x	
Good listening skills	x	
Have an understanding of emotional, behavioural, mental health and social issues that affect children's development.	x	
Have an understanding of the school curriculum and the needs of learners.	x	
Numeracy and literacy skills	x	
Ability to plan effective action for students at risk of underachieving	x	

Ability to use ICT and other specialist equipment	x	
Knowledge of relevant policies/codes of practice and relevant legislation	x	
<b>Personal Qualities</b>		
Ability to self evaluate learning needs and actively seek learning opportunities	x	
Ability to work successfully in a team	x	
Demonstrable interpersonal skills	x	
Able to exercise discretion and judgement	x	
Confidentiality	x	
Ability to work off own initiative	x	
<b>Other Requirements</b>		
Motivation to work with children and young people.	x	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	xx	
Emotional resilience in working with challenging behaviours and attitudes; to use authority and maintain discipline.		