



PASTORAL SUPPORT OFFICER PERSON SPECIFICATION

Personal attributes required (based on job description):		
Attributes Essential	Desirable	How measured, e.g. application form (A), interview (I) test (T)
Qualifications: <ul style="list-style-type: none"> ● 5 or more GCSE Grade C or equivalent including English and mathematics 	<ul style="list-style-type: none"> ● Educated to A' level standard 	A/ I
Experience: <ul style="list-style-type: none"> ● Proven experience within last 2 years in an educational setting ● Experience of classroom administration support ● Ability to plan and organise effectively ● Management Skills 		A/ I A/ I A/ I A/ I
Skills, Ability, Knowledge: <ul style="list-style-type: none"> ● Excellent communication and interpersonal skills ● Ability to be flexible and use own initiative ● Ability to work calmly under pressure 		A/ I A/ I A/ I A/ I

<ul style="list-style-type: none"> • Ability to exemplify good practice, work flexibility and proactively, while maintaining a high standard of professionalism. • Understanding of equal opportunities and inclusion and how it applies in a school setting 		A/ I
<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Energy and enthusiasm, warmth and sensitivity. • Able to quickly establish positive working relationships with a wide range of people from within and outside the school. • Able to build positive relationships with adults and children. • Commitment to the school and the students we support 		A/ I A/ I A/ I A/ I

Other Requirements

- Enhanced DBS clearance
- To be committed to the school’s policy and ethos.
- To be committed to Continual Professional Development.
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline.

Equal Opportunities

- To assist in ensuring that NYCC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery.

June 2024