



ARTHUR MELLOWS VILLAGE COLLEGE



PERSON SPECIFICATION PASTORAL ASSISTANT AND BEHAVIOUR OFFICER

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Grade 4 or above at GCSE (or equivalent qualification in) English and Maths	✓	
5 or more GCSEs (or equivalent qualification) at Grade 4 or above.		✓
EXPERIENCE		
Deal with individual parents	✓	
Empathy with students	✓	
Working in a team	✓	
Foster positive relations with parents		✓
Previous pastoral work		✓
Previous work in a school		✓
SKILLS		
Good communication skills – parents, students, external agencies	✓	
Interest in student welfare	✓	
Good time management	✓	
Ability to prioritise	✓	
Liaise with Head of Year and Senior Pastoral Manager	✓	
Ability to liaise with external agencies		✓
Mentoring/counselling		✓
KNOWLEDGE		
Use data for pupil performance /attendance monitoring	✓	
ICT literate	✓	
Use data to improve pupil attainment and attendance		✓
Pastoral care in development of whole child		✓
Philosophy of pastoral issues		✓
Child Protection		✓

DISPOSITION		
Team player	✓	
Sense of humour	✓	
Flexibility	✓	
Enjoys a challenge	✓	
Perseverance	✓	
Understanding	✓	
Presence	✓	
Resolve	✓	
Ability to raise the awareness of the role.		✓
Using initiative	✓	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.