

# Student Support Officer Person Specification

Assessment Key: A Application Form I Interview

Education and Qualification	Essential	Desirable	Assessment
English and Mathematics GCSE or equivalent	✓		A/I
Degree or other higher education equivalent		✓	A/I
Commitment to personal/professional development	✓		I
Experience	Essential	Desirable	Assessment
Experience of working in a school setting		✓	A/I
Experience of working with students, families and external agencies	✓		A/I
Proven track record of good employment history	✓		A/I
Experience working with or for academies		✓	A/I
Knowledge and Understanding	Essential	Desirable	Assessment
Understanding of the needs of children and young people and the challenges they face	✓		A/I
Understanding impact of poor behaviour and attendance	✓		A/I
Knowledge and understanding of safeguarding policies and guidelines	✓		
Knowledge of CMIS		✓	A/I
Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships with students, families and external agencies	✓		A/I
Ability to work on own initiative	✓		A/I
Excellent communication skills	✓		A/I
Ability to generate ideas and implement strategies		✓	I
Personal Qualities	Essential	Desirable	Assessment
Highly motivated and self-reliant	✓		A/I
Enthusiastic and committed	✓		I
A passion for improving outcomes for students	✓		I
Open-mindedness	✓		I
A forward-thinking approach	✓		I
Excellent interpersonal skills	✓		I
Ability to be reflective and self-critical	✓		I
Display calmness under pressure; but remain focussed	✓		I
Willingness to support colleagues		✓	A/I

Full clean driving licence and ability to provide own transport is essential (to cover the surrounding areas)

Signed:		Date:	
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Print Name:	
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