

Person Specification - Pastoral Assistant

Attributes	Essential Qualities	Desirable Qualities
Experience	<ul style="list-style-type: none"> • Managing own time and workload • Working effectively within a team 	<ul style="list-style-type: none"> • Experience of working with Secondary school students
Education, Training and Qualifications	<ul style="list-style-type: none"> • Excellent Literacy and Numeracy skills 	<ul style="list-style-type: none"> • Relevant professional qualification or other accreditation
Knowledge/Skills	<ul style="list-style-type: none"> • Communicate effectively, both verbally and in writing, to individuals, small groups and whole classes • Relate well to children and gain their trust and respect • Use ICT effectively • Capable or willing to train in the use of platforms for data entry, assessment and tracking • Understanding of the need to support students' educational progress and achievement • Understanding of the need to support and work with parents 	<ul style="list-style-type: none"> • Knowledge of national curriculum and other relevant learning programmes/strategies • Understanding of principals of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning/development opportunities
Other Requirements	<ul style="list-style-type: none"> • Conscientious and hardworking • Follow instructions with diligence, attention to detail and compliance • High level of integrity • High degree of tenacity • Willing to participate in development and training opportunities • Commitment to uphold the school's equalities policy • Confidence to use school policies effectively with regards to behaviour management • Willingness to be flexible with working hours to respond to the school's needs • Good sense of humour • Self-motivation • Emotional Resilience • Optimism and belief in young people 	