

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 	