

## Student Support Officer Person Specification

Assessment Key: A Application Form I Interview

<b>Education and Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
English and Mathematics GCSE or equivalent	✓		A/I
Degree or other higher education equivalent		✓	A/I
Commitment to personal/professional development	✓		I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
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
<b>Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
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
<b>Skills and Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
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
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
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)

