

**THE POST: PASTORAL ASSISTANT**  
**PERSON SPECIFICATION**

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Educated to at least GCSE 'A' Level or equivalent		√
GCSE in Mathematics & English	√	
A First Aid Qualification (or a willingness to be trained)	√	
<b>EXPERIENCE</b>		
Experience of working with young people	√	
Experience of working in an educational establishment	√	
Experience of supervising/supporting small groups		√
Experience of working with external agencies/professionals		√
Experience of working with challenging behaviour	√	
Experience of working with and supporting children and their families and/or foster parents		
Experience of implementing support programmes with individuals or groups		√
Understanding of the KS3 and KS4 curriculum		√
<b>KNOWLEDGE AND SKILLS</b>		
Ability to build and form good relations with colleagues, students and parents/carers	√	
Outstanding communication skills, both verbal and written	√	
Ability to work constructively as part of a team but also individually with minimal supervision	√	
Excellent literacy and numeracy skills	√	
Ability to use ICT packages and equipment effectively	√	
Working knowledge of behaviour management strategies	√	
Ability to deliver relevant learning activities	√	
Working knowledge of relevant educational policies, procedures and current legislation pertaining to schools		√
<b>PERSONAL QUALITIES</b>		
Ability to deal confidentially and appropriately with situations	√	
Initiative and ability to prioritise workload even when under pressure	√	
Ability and a commitment to work flexibly and to respond to unplanned situations	√	
Efficient and meticulous in organisation	√	
A desire to enhance and develop skills and knowledge through CPD	√	
Evidence of exemplary attendance and punctuality	√	
Commitment to the highest standards of child protection	√	
Recognition of the importance of personal responsibility for Health and Safety	√	