

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 young people		✓	A/I
Proven track record of good employment history	✓		A/I
Experience working with families and external agencies		✓	A/I
Knowledge and Understanding	Essential	Desirable	Assessment
Understanding of the needs of children and young people and the challenges they face	✓		A/I
Knowledge and understanding of safeguarding policies and guidelines	✓		
Understanding of positive behaviour strategies and restorative approaches.		✓	A/I
Knowledge of SEND Code of Practice and inclusive strategies for supporting diverse learners		✓	A/I
Understanding of GDPR and handling sensitive information appropriately		✓	
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 prioritise tasks and manage a varied workload under pressure	✓		A/I
Competence in using school systems (MIS), email, and Microsoft Office		✓	A/I
Ability to listen actively and respond empathetically	✓		A/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 focused	✓		I
Willingness to support colleagues	✓		A/I