



## Person Specification for the post of Pupil Support and Pastoral Assistant

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### 1) Education and Training:

- A good standard of education (including GCSE grades, or equivalent, C or above in English and Maths.
- Knowledge of basic Microsoft packages: Word, Excel, Outlook and PowerPoint
- Knowledge of statutory policies for schools, for example, Child Protection, Health and Safety, Equal Opportunities.
- Behaviour management training (desirable).
- A First Aid Qualification (desirable).

### 2) Relevant Experience:

- Previous experience of working within a secondary school environment.
- Experience of supporting and engaging children and young people in order to ensure access to the curriculum.
- Experience of enabling children and young people to overcome barriers to learning and raise achievement.
- An awareness of current issues affecting young people.
- Experience of working with pupils displaying challenging behaviour in school.

### 3) Aptitude and Skills:

- A willingness to contribute to the Christian ethos of the Academy.
- Effective behaviour management skills.
- An ability to respond to challenging circumstances in a positive manner.
- Good interpersonal and organisational skills.
- An ability to prioritise own workload, meet deadlines and work independently.
- An ability to communicate with a range of audiences including other employees within the Academy, pupils, parents/carers and external agencies.
- An ability to work in a calm, efficient and safe manner.
- An ability to form and maintain appropriate relationships and personal boundaries with young people.
- A willingness to participate in any further training and development opportunities offered by the Academy.

### 4) Personal Qualities to include:

- A clear child-centred philosophy.
- A strong motivation to be reliable and conscientious.
- A friendly, yet professional manner alongside a respectful approach which demonstrates support and shows mutual respect.
- Emotional resilience in working with challenging behaviours.
- A commitment to the principles of team-work and mutual support.
- The ability to work constructively as part of a team.
- A flexible approach to work and adaptable to change.