# Acklam Grange School

# Person Specification - Pastoral Support Assistant

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|  | **Essential** | **Desirable** | **Measured by** |
| Qualifications/ **Training** | * Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English * Commitment to training / health and safety legislation * Willingness to undertake First Aid Training | * Further professional qualifications * Evidence of related training * First Aid qualification | Application form  Interview  Verification of qualifications |
| Knowledge andExperience | **Should have knowledge and experience of:**   * Experience of working with children/young people * Developing and maintaining positive working relationships with a range of students in order to provide guidance and support * A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process * Experience of dealing with behaviour issues in an academic environment * Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner * Experience of school monitoring systems and using this data to identify issues promptly and accurately * Experience of managing a busy workload whilst maintaining high standards | * Evidence of Safeguarding/ Child protection and the Data Protection Act * Experience of recognising early signs of disengagement * Knowledge of the academic and pastoral ethos of a school environment * Experience of work in a school environment or educational establishment | Application form  Interview  Reference |

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| **Skills and Ability** | * Ability to work in a challenging environment * Ability to produce accurate work to tight deadlines * Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate * Ability to establish and maintain strong relationships with all stakeholders * Ability to work flexibly across departments to support colleagues in order to meet whole school requirements * An ability to react to organisational change quickly and positively * Ability to communicate clearly both orally and in writing pitched at the right level for the audience * Ability to handle confidential information with discretion * Ability to relate sensitively to service users with complex problems and to contribute to a team approach to ensure that service user issues are considered * Ability to identify realistic but challenging self-development needs and take responsibility for own learning * Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery * Ability to maintain confidentiality at all times * E-literate and competent in IT packages e.g. Microsoft Office * Ability to assimilate information * Knowledge of adolescent behaviour and management systems * Knowledge of working with families to promote cohesion and achievement | * Presentation skills * Knowledge of the School Management Information System | Application form  Interview  Reference |
| **Personal Qualities and Attitude** | * Committed to safeguarding and promoting the welfare of children and young people * High level of emotional intelligence/ self-awareness * Friendly and outgoing * Able and willing to establish good professional relationships * Self-motivated and able to work on own initiative without supervision * Commitment to high standards * Commitment to team work * Commitment to equal opportunities * Willingness to learn |  | Interview  Reference |

Enhanced DBS Disclosure

Proof of Right to work in the UK