# 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 formInterviewVerification 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 formInterviewReference |

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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 formInterviewReference |
| **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
 |  | InterviewReference |

Enhanced DBS Disclosure

Proof of Right to work in the UK