



**Kepier**

Inspire • Challenge • Support

## Person Specification – Pastoral Support

Minimum Essential Requirements	Method of Assessment
<p><b>1. Education and Qualifications</b></p> <ul style="list-style-type: none"> <li>A. GCSE or equivalent including Mathematics and English at Grade C or above</li> <li>B. Evidence of continued professional development</li> </ul>	<p>Application form</p>
<p><b>2. Relevant Experience</b></p> <ul style="list-style-type: none"> <li>A. Experience of working with young people</li> <li>B. Experience of working in a mainstream secondary environment in a learner facing role. (e.g Cover Supervisor, LSA, HLTA).</li> </ul>	<p>Application form, supporting statement and interview</p>
<p><b>3. Specialist Knowledge</b></p> <ul style="list-style-type: none"> <li>A. Ability to use and interpret data</li> <li>B. Ability to find solutions to complex problems</li> <li>C. Experience of dealing with other related agencies (e.g Early Help, School Counsellor)</li> <li>D. Ability to resolve conflict and deal sensitively with difficult situations</li> </ul>	<p>Application form, supporting statement and interview</p>
<p><b>4. Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>A. Ability to relate to teachers, other professionals, parents and pupils</li> <li>B. Ability to work as a member of a team and work on their own initiative</li> <li>C. Ability to work outside of the normal school day to support the operational needs of the school.</li> <li>D. Ability to liaise effectively at all levels on a wide range of matters</li> <li>E. Clear understanding of and respect for confidentiality</li> </ul>	<p>Application form, supporting statement and interview</p>
<p><b>5. Other</b></p> <ul style="list-style-type: none"> <li>A. Ability to relate to and promote the ethos of the school</li> <li>B. Willingness to undertake training as required</li> <li>C. Excellent attendance and punctuality</li> </ul>	<p>Supporting statement/interview/ presentation            Interview/supporting statement            Supporting statement/references/ interview</p>