**Person Specification: Pastoral Support Officer**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * 5 x GCSE Grade (A\*-C/9-5) including English and Maths
 | * Advanced qualifications at Level 3 (e.g. a minimum of 2 x A levels or NVQ Level 3 in a relevant field)
* Degree
* Training in life skills
* Specialist training in behaviour management
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| **Knowledge and Experience** | * Experience working with children or young people in difficult or demanding situations
* Experience of building good relationships with both adults and children
* Knowledge of Microsoft Office applications and good IT literacy
* Knowledge of the impact of social issues on behaviour
* Experience of mediation, conflict resolution and or/community work
* Experience working in partnership with other to deliver work to set deadlines
* Experience of participating in teams and working on own initiative
* Experience of providing customer-focused services
* Experience of leading a team
 | * Previous experience working in a similar role in a school
* Previous experience working with children facing challenging circumstances e.g. social, emotional, or behavioural challenges
* Experience supervising and developing staff
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| **Abilities and Aptitudes** | * High level administrative skills including highly proficient use of IT
* Efficient and well organised; systematic, able to operate highly reliable systems and organise others to work with these systems
* Very good attention to detail
* Able to extract and analyse data from data sets, and produce well-written accurate reports
* ‘Can do’ attitude, able to complete tasks positively and calmly under pressure
* Ability to set high expectations and skilled at maintaining high standards of behaviour
* Able to think creatively around problems that immediately present themselves, make suggestions to improve the service and adapt rapidly to proposed agreed solutions
* Excellent communication skills using a range of media
* Ability to work as a proactive team worker and independently
* Ability to listen, adapt and reflect
* The ability to converse at ease with pupils, parents and other users of the service and provide advice in accurate spoken English.
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| **Educational Values** | * Supportive of Oxclose Community Academy’s ethos, values and community
* Commitment to inclusive education and belief that all students can succeed
* Commitment to continuing professional development and awareness of your own training needs
* Commitment to embedding equality in all aspects of your work.
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| **Personal Qualities** | * Confident
* Friendly
* Personal integrity and sensitivity
* Resilient
* Optimistic
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