



## Pastoral Support Worker - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Good standard of education including literacy and numeracy at level 2 (or equivalent) or above.	√		A
	ELSA qualification or equivalent to commitment to acquire qualification	√		A
	Good working knowledge of Microsoft Office packages including Microsoft Word, Excel, Outlook, Teams and Onedrive	√		A
	Experience of working with children with ESBD (Emotional, Challenging and Behavioural difficulties)	√		A & I
	Experience of maintaining students learning records and reports	√		A & I
	Experience of Behaviour Management Strategies	√		A & I
	Previous experience of working in a secondary school setting		√	A & I
Personal and interpersonal	<b>Working with people</b> Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight.	√		I
	<b>Planning and Organising</b> Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.	√		I
	<b>Coping with Pressures and Setbacks</b> Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; responds well to feedback and learns from it.	√		I
	<b>Relating and Networking</b> Establishes good relationships with customers, students and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; manages conflict; uses humour appropriately to enhance relationships with others.	√		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		A & I
	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).	√		C
	Willingness to undertake safeguarding training when required.	√		I

\* A = application, C = clearances, I = interview, T = task