



## Person Specification

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| <b>Job Title:</b>                   | Attendance and Pastoral Support Lead | <b>Job Number:</b>  |   |
| <b>Department/Directorate:</b>      | Children, Learning & Young People    | <b>Post Number:</b> |   |
| <b>Division/Section/Group/Team:</b> |                                      | <b>Grade:</b>       | 4 |
| <b>Location:</b>                    | Sowe Valley Primary School           |                     |   |

|                   | Job Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>Knowledge:</b> | <ul style="list-style-type: none"> <li>• An understanding of the challenges facing young people from a disadvantaged community</li> <li>• An understanding of mentoring relationships with disadvantaged children</li> <li>• An understanding of the range of agencies and activities that provide support to vulnerable pupils</li> <li>• A full working knowledge of Family Help</li> <li>• A working knowledge of policies and codes of practice in areas specific to the post</li> <li>• An understanding of relevant legislation in relation to the post</li> <li>• A working knowledge of national curriculum and other relevant learning programmes</li> <li>• A working knowledge of literacy and numeracy strategies</li> </ul> |

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| <b>Skills and Abilities:</b> | <ul style="list-style-type: none"> <li>• To devise and implement action plans for individual pupils</li> <li>• Very good verbal and written communication skills in face to face situations and group work, the production of accurate records, draft action plans and by contributing to reports for senior management team and governors.</li> <li>• To engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families and carers</li> <li>• To identify and set targets for the development for individual pupils</li> <li>• To work effectively with teachers and senior managers within the school</li> <li>• To work effectively and network with a wide range of support services</li> <li>• To develop productive and supportive relationships with young people</li> <li>• Good IT skills including the ability to utilise word processing, power point outlook, the Internet, Bromcom and other packages as appropriate</li> <li>• To work independently with minimum supervision but also as part of a team</li> <li>• To evaluate own learning needs</li> <li>• To prioritise own workload and meet deadlines/targets as necessary</li> <li>• Supervisory skills – to effectively organise team workloads, staff development and support staff welfare within the team.</li> <li>• Presentation skills and the ability to support the delivery of strategy</li> </ul> |
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| <b>Experience:</b>           | <ul style="list-style-type: none"> <li>• Some supervisory experience</li> <li>• Experience of a minimum of 1 year working as a Learning Mentor/Pastoral Support Worker/Attendance Officer or equivalent experience in a related area, such as education, youth work, health and social work.</li> <li>• Evidence of supporting Literacy and/or Numeracy provision</li> <li>• Individual support for children and young people</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Educational:</b>          | <ul style="list-style-type: none"> <li>• A relevant qualification in working with children at NVQ3 Level or above or evidence of equivalent experience in a professional environment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Special Requirements:</b> | <ul style="list-style-type: none"> <li>• To undertake any training relevant to the duties and responsibilities of the post.</li> <li>• A willingness to participate in in-service training, supervision and ongoing professional development.</li> <li>• Ability to work flexibly, including undertaking home visits and attending meetings with external agencies where required.</li> <li>• A valid driving licence and access to a vehicle would be advantageous where the duties of the role require travel.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people, and to following all school safeguarding and child protection procedures.</li> <li>• Commitment to promoting equality, diversity and inclusion and supporting the school's vision, values and ethos.</li> <li>• This post is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and all other pre-employment safeguarding checks in line with Keeping Children Safe in Education (KCSIE).</li> </ul> |

**Date Reviewed:** July 2026