



PERSON SPECIFICATION

Job Title: Pastoral Support Officer

Grade: G4

Hours: 35 hours per week (8.30am-4pm with 30min break), Term-Time only (+ 5 days)

Status: Permanent

Job Purpose: to support College Leaders:

- In the day-to-day management of student behaviour, including (but not limited to) restorative conversations, reintegration, reward, attendance and punctuality, general well-being of students and to provide assistance concerning day-to-day student problems
- to equip students with the tools to improve their interactions with others so that they develop excellent communication skills
- provide administrative support to the College Leaders / Assistant Headteacher (Support)

	Job Requirements	Measurement*
Knowledge, Skills & Abilities	Proficiency in working with standard office applications such as MS Word, Excel and Outlook	A I
	Excellent organisational and administrative skills	A I
	The ability to operate a computerised administrative system / database	A I
	Competent at extracting data and running reports as necessary	A I
	Ability to prioritise and multitask	A I
	Ability to manage own workload	I
	Ability to meet deadlines	I
	Excellent telephone manner	A I
	Experience of providing wellbeing support for students	I
	The ability to recognise and appreciate the confidential nature of some work undertaken	I
	Excellent attention to detail	I
	Carries out routine liaison to pass on information promptly and accurately to all those who need to know.	A I
	Ability to empathise with students within a college situation	I
	A clear understanding of developments in education	I
	High level of literacy/communication skills	I
Evidence of commitment to Continuous Professional Development	A I	



Experience	Clerical background covering activities such as typing, filing and using the telephone Administrative experience in an educational environment (Desirable) Working with children and young people	A I R A I R A I R
Educational	5 GCSEs grade A-C, including Maths and English (or equivalent) (Desirable) A relevant administrative qualification or evidence of formal training (Desirable)	A I A I
Special Requirements	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but the Disclosure & Barring Service (DBS) will be required prior to appointment.	DBS

A = Application

I = Interview

R = References