



PERSON SPECIFICATION

Person Specification	Essential	Desirable	Evidence
Qualifications			
5 GCSE's including Grade C/4 in English and Maths	x		Application Form
Knowledge & Experience:			
Good organisational and time keeping skills	x		Interview
Good interpersonal skills, including mediation and conflict resolution	x		Interview
Demonstrable awareness of legislation relating to school attendance	x		Application form/ interview
Demonstrable awareness of legislation relating to the welfare and protection of children	x		Application form/ interview
Demonstrate awareness of risk	x		Interview
Experience of working in an educational and/or social care setting with young people	x		Application form/ interview
Skills & Abilities			
Effective communication with young people, carers and other professionals	x		Interview
Ability to display an understanding of social/welfare issues as they affect young people, families and schools.	x		Application form/ interview
Ability to work on own initiative within department procedures	x		Interview
Ability to deal with difficult situations	x		Interview

Ability to prepare and write reports and produce factual and statistical information as required	x		Application form/ interview
Aptitude			
A flexible and positive attitude to work	x		Interview
Calm manner with the ability to maintain a professional manner in challenging situations	x		Interview
Confidence to challenge difficult behaviour	x		Interview
A willingness to undergo any training that is required to undertake the role.	x		Interview
Flexible approach to supporting young people and their families	x		Interview
Safeguarding Children, Young People and Vulnerable Adults			
Understands their role in the context of safeguarding children, young people and vulnerable adults	x		Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	x		Interview
Equal Opportunities			
Understanding of the requirements of Equality and Diversity	x		Interview

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)