



Pastoral Support Assistant (Assistant Head of House)

PERSON SPECIFICATION

Job Title: Pastoral Support Assistant (Assistant Head of House)

Hours: 37 hours per work

Term Time Plus + 5 days

(Attendance at out of hour's events/meetings may be required for which remuneration will be given)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	GCSE Grade C or above in English and Mathematics Willingness to undertake further relevant training	Higher qualifications at A level or above First Aid Qualification (or willing to be trained)
EXPERIENCE	Experience of working with children/young people and experience of promoting positive behaviour Experience of using a range of computer packages including Microsoft Office Experience of communication with a range of individuals, including parents/carers and outside agencies	Working within a school/with groups of young people on a voluntary or paid basis. Experience of working within in a school or educational environment SIMS knowledge
SKILLS	Ability to work in a challenging environment and work under pressure Ability to produce accurate work to tight deadlines Excellent communication skills and the ability to relate to a wide range of people. Ability to establish and maintain strong relationships with all stakeholders.	Evidence of skills required to engage with pupils and colleagues Ability to relate sensitively to students and to contribute to a team approach to meet students needs



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& Music College

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	<p>Ability to communicate clearly both orally and in writing</p> <p>Ability to maintain confidentiality at all times</p> <p>E-literate and competent in IT packages e.g. Microsoft Office</p> <p>Ability to assimilate information</p> <p>Knowledge of working with families to promote cohesion and achievement</p>	
KNOWLEDGE AND UNDERSTANDING	Full understanding of child protection and Keeping Children Safe in Education	Knowledge of education initiatives
PERSONAL QUALITIES	<p>Committed to safeguarding and promoting the welfare of children and young people</p> <p>High level of emotional intelligence/ self-awareness</p> <p>Able and willing to establish good professional relationships and commitment to teamwork</p> <p>Self-motivated and able to work on own initiative without supervision</p>	
PROFESSIONAL DEVELOPMENT TRAINING	<p>A willingness to undertake Induction and training programme.</p> <p>Willing to participate in further appropriate professional development</p>	Positive approach to own continuous personal professional development and training
PERSONAL ATTRIBUTES	Able to generate a positive approach to learning	Confidence to forge effective relationships with pupils and colleagues



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CORE COMPETENCIES	ESSENTIAL
Clear understanding and commitment to safeguard and protect children	E
Adopts an inclusive approach to followers and non-followers of the Christian faith and committed to equal opportunities and respecting diversity in all forms	E
Conscientiously adheres to school / trust policies and procedures and works ethically	E
Works in a way, which abides to the school values of Care, Hard Work, Respect, Integrity, Servanthood and working Together	E
Embraces the vision "Living life in all its fullness" and devotedly helps all students achieve this	E