



BISHOP ULLATHORNE CATHOLIC SCHOOL

Person specification

POST TITLE: Pupil Support Manager

GRADE: 6

All job requirements listed are essential unless otherwise stated

ATTRIBUTES	JOB REQUIREMENTS
KNOWLEDGE	<ul style="list-style-type: none">▪ Of the needs and characteristics of young people.▪ Of how students learn.▪ Of Microsoft computer packages.▪ Desirable – of SIMS database▪ Of the Secondary School system.▪ Of working with adults.▪ Of equal opportunity and equality issues.▪ Of safeguarding and promoting the welfare of children.
SKILLS AND ABILITIES	<ul style="list-style-type: none">▪ To be able to support the distinctive ethos of our Catholic School.▪ To be able to contribute our school ethos, in which every individual is treated with dignity and respect and where students feel safe, secure and confident.▪ To be able to communicate effectively with students, staff, parents and agencies and respect confidentiality.▪ To have excellent organisational skills.▪ To be able to keep clear and concise records.▪ Excellent communication skills both oral and written.▪ To be computer literate including experience using Microsoft word, excel etc.▪ To be able to take responsibility and to initiate.▪ To be able to act on direction when required.▪ To be able to work for, with and in a team of school staff.▪ To be goal orientated.▪ To be able to lead and to contribute effectively to team meetings.▪ To be able to work flexibly and co-operatively.▪ To be able to work with young people one to one or with groups, with sensitivity, patience and firmness.▪ To be able to write or present information to a variety of adult groups.▪ To have both resilience and stamina when faced with complex and demanding situations.▪ To be willing to be involved in continuous professional development and to attend courses, including training days as designated by the School.▪ Ability to attend out of office hours meetings.▪ Ability to work the hours and weeks described in the job advert and to take holiday outside of these weeks.▪ To have a current driving licence.
EXPERIENCE	<ul style="list-style-type: none">▪ Of working with children of secondary school age.▪ Of working in a role supporting the learning and development of students.▪ Of working within a similar setting.▪ Desirable - Of a position of responsibility.▪ Desirable – Experience of working with and supporting young people
EDUCATION	<ul style="list-style-type: none">▪ English and Maths to a good level G.C.S.E. or equivalent▪ Post 16 Education▪ Evidence of continuing professional development.