



## PERSON SPECIFICATION: PASTORAL SUPPORT WORKER

**CODE:** E/D Essential or Desirable  
A = Application , I = Interview, R = Reference

<b>A</b>	<b>TRAINING &amp; QUALIFICATIONS</b>		<b>Measured</b>
1.	Level 3 in health, education, social care or equivalent qualification	E	A
2.	Level 4 in health, education, social care or equivalent qualification	D	A
3.	GCSE English and Maths or equivalent at Grade C or higher	E	A
4.	Evidence of continued professional development to update skills and knowledge	E	A
5.	Counselling skills qualification	D	A
<b>B</b>	<b>KNOWLEDGE AND EXPERIENCE</b>		
1.	Knowledge and understanding of social and emotional factors that impact on children's behaviour, personal welfare and their capacity to learn.	E	A, I, R
2.	Experience within the field of education ,social services/welfare or the voluntary sector	E	A, I, R
3.	Knowledge and appreciation of the key barriers to a child's success in school.	E	A, I, R
4.	Experience of working with difficult and challenging behaviour.	D	A, I, R
5.	Knowledge of child protection and safeguarding issues	E	A, I, R
6.	Demonstrable experience of delivering individual or group-based support	D	A, I, R
7.	Experience of working closely with parents and carers to meet common objectives.	D	A, I, R
8.	Experience of working with children around the issue of low self-esteem.	D	A, I, R
9.	Experience of working in secondary schools	D	A, I, R
<b>C</b>	<b>ABILITIES and SKILLS</b>		
1.	Relate to young people and adults in an empathic manner	E	A, I, R
2.	Develop a rapport with pupils and their families	E	A, I, R
3.	Deal with difficult situations and/or individuals in a calm, fair but effective manner	E	A, I, R
4.	Deal with sensitive issues in a confidential manner	E	A, I, R
5.	Influence others; managing discussions effectively to ensure desired actions are achieved	E	A, I, R
6.	Support learning by giving constructive feedback and coaching	E	A, I, R
7.	Communicate effectively, face to face or by telephone, with children/parents and carers/teachers/social workers and the ability to provide advice in accurate spoken English is essential for the post.	E	A, I
8.	Write reports and letters	E	A, I
9.	Excellent ICT skills	E	A, I
10.	Prioritise workloads and work to deadlines	E	A, I
11.	Work as part of a team and use own initiative when required	E	A, I, R
12.	Work flexibly and manage own time to best effect	E	A, I, R

13.	Report and account to line manager as appropriate	E	A, I, R
14.	Maintain an effective record keeping system	E	A, I
15.	Undertake relevant training	E	A, I
16.	Emotional resilience in working with challenging scenarios	E	A, I
17.	Ability to form and maintain appropriate relationships and personal boundaries with children and families	E	A, I
<b>D</b>	<b>EQUAL OPPORTUNITIES</b>		
	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E	A, I
<b>E</b>	<b>OTHER AREAS</b>		
1.	Some flexibility in working hours when necessary	E	A, I
2.	Being prepared to engage creatively with new ideas or ventures	E	A, I
<b>F</b>	<b>SPECIAL REQUIREMENTS</b>		
1.	Good health and attendance records.	E	A, I, R
	<b><i>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment</i></b>		