

# THE LEGACY LEARNING TRUST ACKLAM GRANGE SCHOOL

## PERSON SPECIFICATION: Pastoral Support Assistant



	Essential	Desirable	Measured by
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English</li> <li>• Commitment to training / health and safety legislation</li> <li>• Willingness to undertake First Aid Training</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualifications</li> <li>• Evidence of related training</li> <li>• First Aid qualification</li> </ul>	<p>A/Q</p> <p>A/Q</p> <p>I</p>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children/young people</li> <li>• Full working knowledge of relevant policies/codes of practice</li> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> <li>• Developing and maintaining positive working relationships with a range of students in order to provide guidance and support</li> <li>• A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process</li> <li>• Experience of dealing with behaviour issues in an academic environment</li> <li>• Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner</li> <li>• Experience of school monitoring systems and using this data to identify issues promptly and accurately</li> <li>• Experience of managing a busy workload whilst maintaining high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Safeguarding/ Child protection and the Data Protection Act</li> <li>• Experience of recognising early signs of disengagement</li> <li>• Knowledge of the academic and pastoral ethos of a school environment</li> <li>• Experience of work in a school environment or educational establishment</li> </ul>	<p>A/I</p>
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to work in a challenging environment</li> <li>• Ability to produce accurate work to tight deadlines</li> <li>• Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate</li> <li>• Ability to establish and maintain strong relationships with all stakeholders</li> <li>• Ability to work flexibly across departments to support colleagues in order to meet whole school requirements</li> <li>• An ability to react to organisational change quickly and positively</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Knowledge of the School Management Information System (MIS)</li> </ul>	<p>A/I</p>

