



Ditton Primary School

Pastoral Support Officer with a focus on attendance

PERSON SPECIFICATION

These are essential (E) and desirable (D) requirements for this post. Applicants will be shortlisted solely on the basis of meeting these criteria. Evidence should be provided of how applicants meet, or are able to demonstrate that they have the ability to meet, each of these requirements.

EXPERIENCE AND QUALIFICATIONS		
	Essential	Desirable
GCSE or equivalent to a Grade C in English and Maths	E	
Experience of Working with children and young people (some SEN)	E	
Experience of supporting children and families		D
To have knowledge of safeguarding procedures		D
Evidence of recent participation in a range of relevant CPD	E	
Experience of having a supporting role working with pupils/families and outside agencies		D
Experience of Early Help		D
Evidence of keeping good written records	E	

SKILLS AND KNOWLEDGE		
	Essential	Desirable
To be able to promote and facilitate effective teamwork	E	
To be able to use IT effectively as a management and communication tool	E	
To be able to give sensitive and clear guidance	E	
To be flexible and to respond positively to the changing needs of our families.	E	
Ability to work collaboratively with other partners	E	
Understanding of the importance of children attending school	E	
An understanding of the principles and practice contributing to effective safeguarding & attendance, including an effective partnership with the Headteacher and SLT		D
Good listening skills	E	
Safeguarding of young children	E	
Effective written and verbal communication skills	E	
Knowledge of the barriers to learning that pupils face	E	

PERSONAL SKILLS & ABILITIES		
	Essential	Desirable
To demonstrate and apply highly developed communication skills in order to both orally and in writing convince others to adopt and adhere to policies, or courses of action.	E	
To be patient and calm	E	
To be able to conduct meetings and present reports to a variety of audiences	E	
Organised, good time management skills, proactive and self-motivated.	E	
To be a committed team player	E	
To be able to establish work priorities both personal and organisational	E	
To have warmth and openness in relationships and have the ability to relate to and protect both children and colleagues	E	
Maintains confidentiality at all times	E	
Upholds and promotes the ethos of the school	E	