

PERSON SPECIFICATION

E= Essential, D = Desirable

	E	D
Skills/Abilities		
Able to organise own workload and activities to deadline and quality standards	✓	
Able to demonstrate understanding of complex problems and apply in depth knowledge to address them		✓
Able to develop original techniques, methods and solutions	✓	
A team player able to work effectively in a team, understanding the strengths and weakness of others to help team development	✓	
Able to supervise work of students	✓	
Ability to set targets and monitor progress	✓	
Able to contribute to wider school management, administration and initiatives	✓	
Ability to create effective relationships with a variety of different people	✓	
Able to have a positive impact on desired student behaviour	✓	
Able to generate enthusiasm in students	✓	
Good communication skills, able to clarify and explain instructions clearly	✓	
Able to communicate and build positive relationships with parents and other stakeholders	✓	
The ability to support, motivate, encourage and understand students maintaining an appropriately professional and detached relationship	✓	

Professionally discrete and able to respect confidentiality in particular areas	✓	
Effective use of ICT	✓	
Ability to work with and analyse data	✓	
Knowledge and Understanding		
Some knowledge of the Children Act and education legislation		✓
Awareness of the reasons for students getting into difficulties and strategies for how to assist students in overcoming them	✓	
Experience		
Experience of working in an educational setting and/or library		✓
Demonstrable experience of working with young people and families		✓
Qualifications/Training		
Education equivalent to A-level standard	✓	
Degree or other higher qualifications		✓
Training in pastoral care / educational psychology / related areas		✓
Other qualifications relevant to the post		✓
Willingness to obtain relevant qualifications	✓	
Attributes		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people	✓	
A pro-active approach to dealing with issues	✓	
The ability to remain calm under pressure	✓	

Discretion and diplomacy	✓	
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