

Person Specification: Pastoral Support Officer

Category	Essential	Desirable	Evidence gained from
Qualifications & Training	<ul style="list-style-type: none"> GCSE Grade C or above in English and maths or equivalent 	<ul style="list-style-type: none"> Evidence of further qualifications or professional development 	<ul style="list-style-type: none"> Application Form Certificates
Experience		<ul style="list-style-type: none"> Experience of equipping students with essential work skills for meaningful future employment Experience of motivating students Experience of working with students and their families Experience of working with students aged 14-19 in an educational setting Experience of using student data to set targets, monitor progress & review 	<ul style="list-style-type: none"> Application Form Interview References
Knowledge & Skills	<ul style="list-style-type: none"> Ability to motivate students to reach their true potential Knowledge and impact of removing barriers to learning Good written and verbal communication skills General awareness of inclusion, especially within a school setting Ability to interpret data and produce reports 	<ul style="list-style-type: none"> Experience in using student data to set targets, monitor progress and review. 	<ul style="list-style-type: none"> Application Form Interview References

	<ul style="list-style-type: none"> • Ability to use own initiative when required • Ability to work collaboratively with colleagues • Ability to build and maintain successful relationships with students treating them consistently with respect and consideration and demonstrate concern for their development as learners 		
Other Requirements	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people • A commitment to personal professional development • Is demonstrably passionate about the UTC and its ethos and goals • Creative and innovative approach to problem solving • A commitment to equal opportunities and promoting diversity • A flexible approach with an ability to adapt. 		<ul style="list-style-type: none"> • Application Form • Interview • References