



Attendance and Pastoral Support Officer PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Levels of English and Maths equivalent to or exceeding GSCE [A-C]	- First Aid Certificate - Designated Safeguarding Lead Level 2
Experience	- Experience of supporting and working with parents/carers of pupils with additional needs. - Experience of working with pupils with additional needs. - Experience of working with colleagues and external stakeholders.	- Expertise in a relevant area appropriate to the role - Experience of working within attendance policies in school. - Experience of working in a school environment or other education setting.
Knowledge and Understanding	- Relevant policies, codes of practice and legislation including safeguarding and child protection - Pastoral support in a primary school setting	- Knowledge of barriers to learning that pupils may face. - Knowledge of available support services in the local area. - Knowledge of Multi agency working
Skills	- Have integrity and ability to work confidentially - Have effective oral and written communication skills - Form effective professional relationships including team working - Ability to liaise effectively with all stakeholders - Have good organisational and time management skills - Competent ICT skills - Be able to work independently - Remain calm under pressure and be able to adapt to change quickly - Have empathy with those facing barriers to their learning	- Experience of coaching and mentoring with adults or children - Ability to use initiative and make on the spot decisions for the benefit of pupil welfare.
Personal Characteristics	- Calm, creative, empathetic, - Organised, patient, resourceful, tolerant.	



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	• Flexible and adaptable • Approachable and friendly • Organised, good time management, proactive and self-motivated • Maintain confidentiality at all times • Sensitive to the needs of all children • Ability to build trusted relationships with children, parents and families • Patience and emotional resilience in working with challenging behaviours / families • Committed to safeguarding, equality, diversity and inclusion	
Other	• Engage in Continuous Professional Development • Have a genuine commitment to working with families to improve outcomes for pupils	