



## Co-op Academy Manchester

### Person Specification – Learning and Pastoral Support Officer

<b>TRAINING &amp; QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>	<b>Reference</b>
• Level 3 or equivalent in any subject area	◇		◇		
• Level 2 or equivalent in English and Maths	◇		◇		
• Education to degree level or higher		◇	◇		
• Experience of further professional development relevant to the role	◇		◇		

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>	<b>Reference</b>
Successful experience of working with and supporting young people	◇		◇	◇	◇
Successful and effective delivery on improving student behaviour and attendance	◇		◇	◇	◇
Supporting students' educational attainment and progress.	◇		◇	◇	◇
Working with a variety of external agencies/professionals	◇		◇	◇	◇
Experience of keeping written, confidential records.	◇		◇	◇	◇
Experience of working in an education establishment.		◇	◇	◇	◇

<b>Ability, Skills and Knowledge</b>					
<i>Applicants should be able to provide evidence that have the necessary personal skills and abilities required by the post.</i>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>	<b>Reference</b>
Working knowledge of Keeping Children Safe in Education 2016	◇		◇	◇	◇
An understanding of issues linked to confidentiality.	◇		◇	◇	◇
An awareness of cultural differences and the implications for students.	◇		◇	◇	◇
Be able to support and actively promote the values and beliefs of the academy.	◇		◇	◇	◇
Have the ability to communicate effectively with children and adults at all levels.	◇		◇	◇	◇

Be able to demonstrate ICT skills for professional use.	◇		◇	◇	◇
Have excellent organisational skills.	◇		◇	◇	◇
Have the ability to use initiative and work autonomously.	◇		◇	◇	◇
Demonstrate excellent written and spoken English.	◇		◇	◇	◇
Display an understanding of working as part of a team, including working alongside external agencies and families.	◇		◇	◇	◇
Display a willingness to take responsibility for continued professional development.	◇		◇	◇	◇
Have the ability to cope with stressful situations.	◇		◇	◇	◇
Demonstrate enthusiasm for the role.	◇		◇	◇	
Be able to work flexible hours if required.		◇	◇	◇	

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<b>Legal Requirements</b>					
Fully Enhanced DBS clearance is required.	◇		◇	◇	

“The Co-operative Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.