



**PERSONNEL SPECIFICATION**  
**PASTORAL ASSISTANT (Assistant to year group behaviour lead)**

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Social work, youth work, counselling, teaching or mentoring qualification and or experience.</li> <li>• Team teach</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of working with other professionals</li> <li>• Knowledge of relevant practices and procedures</li> <li>• Knowledge of methods of behaviour management</li> <li>• Demonstrate a commitment to safeguarding and promoting the welfare of children and young people and an expectation of colleagues to do the same.</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary school experience</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>• Ability to work with challenging young people in a sympathetic and constructive way</li> <li>• Reliable, enthusiastic, ability to work effectively with other adults</li> <li>• Ability to work effectively under pressure with a positive creative attitude</li> <li>• Excellent organisational and communication skills</li> <li>• An understanding of the needs of a multicultural society.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interpret between English and another language, especially Roma or another EU language such as Slovak, Czech or Polish.</li> <li>• Awareness of relevant policies/codes of practice and legislation with regard to managing attendance and behaviour</li> <li>• Knowledge of Health &amp; Safety procedures</li> <li>• Ability to use relevant technology / ICT effectively</li> <li>• Ability to use relevant equipment/resources</li> </ul>

Attributes	Essential	Desirable
Safeguarding	<ul style="list-style-type: none"> <li>An understanding of and commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>	
Equality	<ul style="list-style-type: none"> <li>A personal and professional commitment to equal opportunities, diversity and promoting good race relations.</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>Will not require holiday leave during term time</li> <li>Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)</li> <li>Ability to deal with a large multi-level building.</li> <li>Must be able to perform all duties and tasks with reasonable adjustment where appropriate in accordance with the Equality Act 2010.</li> <li>Ability to cope with the requirements of the post which will include working with pupils who have emotional, behavioural or physical difficulties.</li> </ul>	
Physical and Sensory	<ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate</li> </ul>	

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.