

Person Specification

Key Stage 3 Pastoral Support Officer	Assessment Key: A = Application Form I = Interview
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Education and Qualification	Essential	Desirable	Assessment
Degree		/	A/I
Level Three qualifications (A-levels or equivalents)	/		A/I
Levels of numeracy and literacy equivalent to GCSE A*-C (9-5)	/		A/I
A minimum of 2 years' experience working effectively with young people (aged 11-16) in either education, social work, youth work or another related area of work.	/		A/I
Experience of working in urban, multi-ethnic communities	/		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Demonstrable knowledge and experience of dealing with mental health issues amongst children	/		A/I
Demonstrable knowledge of the principles involved in giving support, advice and guidance to students, including the place of confidentiality	/		A/I
Understanding of behaviour management strategies		/	A/I

Skills and Attributes	Essential	Desirable	Assessment
Effective oral and written communication skills	/		I
Ability to summarise clearly and concisely and articulate concepts and proposals	/		I
Excellent interpersonal skills, both in working relationships with students and in forming effective professional relationships with a wide range of stakeholders including parents	/		A/I
Good organisational and time management skills	/		I
Ability to maintain student records and write other short reports as required.	/		I
Sound IT skills to support learning and maintain electronic information systems	/		I
High levels of personal and professional integrity	/		I

Abilities	Essential	Desirable	Assessment
Ability to form and maintain appropriate professional relationships and boundaries with children and young people	/		A/I
Ability to motivate students by establishing empathic and supportive working relationships.	/		A/I
Ability and willingness to work constructively as part of a team to reach agreed targets and outcomes for students	/		I
Ability to supervise students effectively, both in and out of school in line with the school's behaviour policy	/		I
Ability to deal with sensitive information in a confidential manner	/		I
Ability to help children and young people to transfer their learning to other parts of their lives	/		A/I
Ability to provide a good role model to young people	/		A/I
Ability to use own initiative and work flexibly	/		A/I

Other	Essential	Desirable	Assessment
Commitment to Highgate Wood School's 'S.H.O.W U.P.' culture	/		A/I
Willingness to participate in training to further your own knowledge and experience of engagement mentoring (in school and in your own time) to ensure that your knowledge is up to date with current approaches	/		A/I
Willingness to attend school training sessions	/		A/I
Empathy with young people facing barriers to their learning	/		I
Commitment to helping young students achieve through education and learning.	/		I
Understanding of, and a genuine commitment to, Equal Opportunities	/		I

The successful candidate will share a commitment to:

- our core values as defined in our mission statement & motto (above) and our student ethos underpinned by Courtesy, Consideration, Contribution and Co-operation (the 4Cs)
- a belief that every student can achieve irrespective of starting point or circumstance

You will commit to our staff culture (as defined below) and will play your role in promoting and contributing to this culture amongst all staff at HWS.

SHOW UP!

- ✓ **S**tudents come first
- ✓ **H**ard work – we do whatever is necessary to provide the best experience for our students
- ✓ **O**ur own children. We make HWS a school that we would be proud to send our own children to. We work to this end every single day.
- ✓ **W**e and not I. We are a team. We do what we say we do – we stick to school strategy, behaviours and processes.
- ✓ **U**naframed of failure. We are not afraid to fail, nor to learn from failure. When things go wrong, we do not blame – we support each other and we look after each other
- ✓ **P**rofessional trust and accountability. We trust each other implicitly professionally because we hold ourselves and each other to account openly and honestly for doing all of the above