

St Pauls C of E Primary School

Pastoral Support Lead Person Specification



Qualification and Training

Essential	Desirable
<ul style="list-style-type: none"> A minimum of maths and English at GCSE or equivalent Safeguarding training or a willingness to complete safeguarding training Evidence of continued professional development 	<ul style="list-style-type: none"> Training related to children and young people

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Working as part of a team Working with children and/or young people within a school environment Ability to relate well to children and adults Ability and willingness to participate in training Ability to observe, monitor and provide constructive feedback Ability to understand the principles of child development and learning processes and in particular barriers to learning 	<ul style="list-style-type: none"> Administration experience Statistical handling Working in a role with leadership responsibilities Working in an attendance-related role

Knowledge

Essential	Desirable
<ul style="list-style-type: none"> Ability to communicate effectively face to face, by telephone or written word with a diverse range of people Problem-solving skills The ability to pay attention to detail. Strong written verbal communication skills 	<ul style="list-style-type: none"> Proficiency in using ICT equipment and software

- Knowledge of data protection regulations.
- The ability to read and compile statistical data

Personal Traits

The successful candidate will have

- High expectations of self and professional standards.
- The ability to work as both part of a team and independently.
- The ability to maintain successful working relationships with colleagues.
- The ability to relate to children and/or young people.
- Excellent attendance and punctuality.

Additional Requirements

The successful candidate will have

- Evidence of an enhance DBS check, or willingness to undertake one.
- Suitable references from their previous employer.