



Pastoral Support Officer Person Specification

Acknowledge the special educational needs of our pupils and adopt a supportive and encouraging attitude towards them. Demonstrate an understanding of children and a determination to contribute to the life of the school.

Show dedication and commitment to the ethos of the school:

St Edward's tries to assist each pupil's personal and social growth through a first class education. Within a friendly, supportive and stimulating community, boys are encouraged to grow as individuals, cultivate their talents, adopt a positive attitude to school and vocational work, develop a sense of responsibility for their actions and celebrate their achievements.

Essential Qualifications and Experience

- Experience of working with young people with special educational needs.

Desirable Qualifications and Experience

- QCF Level 3 or equivalent childcare qualification (or the willingness and ability to study for this qualification).
- Awareness of the nature of pupils with special educational needs in relation to social, emotional and mental health difficulties.
- Experience of working in an SEMH school or social care setting.
- Enhanced knowledge of National Minimum Standards.
- Knowledge of further DfE regulations and guidance.
- Experience of key-working young people.
- Qualifications, skills and/or experience in offering engaging and worthwhile sports, recreational or outdoor.
- Evidence of recent and relevant further professional development.

Essential characteristics or clear ability to develop the following characteristics

- Confidence, resilience, flexibility and ability in working with young people who encounter behavioural difficulties on account of social, emotional and mental health issues.
- Ability to work under pressure, prioritise tasks and meet deadlines.
- Ability to manage groups of pupils who have previously encountered rejection, frustration and failure, such that they make good or better progress on account of your work.
- A positive and optimistic role model for pupils.
- Ability to work and collaborate with a team and within a multi-disciplinary framework.

- Ability to present with a high level of energy and optimism that fosters a nurturing and positive environment in which our pupils can flourish.
- Ability to reflect on performance and put learning and knowledge gained into practice.
- Ability to regulate emotional responses to unexpected and sometimes challenging situations.
- Ability to listen, clarify, question as necessary and confirm understanding.
- Ability to work collaboratively with all departments within the school.

Essential skills or clear ability to develop the following skills

- Ability to nurture and develop meaningful and positive relationships with pupils who experience social, emotional and mental health difficulties.
- A role model for others, practicing and promoting highly effective behaviour management skills.
- Effective skill set, including confident behaviour management.
- Ability to follow clear direction and guidance to enable the pastoral care team to function proactively.
- Accurate spoken and written communication skills.
- An organised and methodical approach to work.
- Proficient in the use of computer and IT systems; in particular Microsoft Word, Excel, PowerPoint, Outlook.
- Confidence and an informed perspective when working with parents, Local Authority officers and other agencies, presenting a confident and professional manner at all times.
- Accurate numeracy and literacy skills.
- Excellent punctuality and time management skills.
- Ability to demonstrate forward thinking.
- Ability to accurately and efficiently record key events including the reporting of incident.
- Strong interpersonal skills.
- Ability to maintain confidentiality.
- Ability to contribute to the pastoral care team with confidence, understanding and compassion.
- Ability to address difficult situations with calmness, demonstrating clarity of thought and good decision-making under pressure.
- Work as a member of a team and demonstrate initiative.

The successful applicant will promote and implement the school's policies and procedures, with particular reference to child protection and safeguarding, equal opportunities, health and safety and staff behaviour.