

Person Specification

Education and Qualifications	Criteria	Assessment
1. Good general standard of education including literacy and numeracy	E	A
2. Recent CPD in behaviour management and/or pastoral care	D	A

Experience and Knowledge	Criteria	Assessment
3. Previous experienced of working with children in a secondary school	E	A/I
4. ICT skills including experience of Microsoft office	E	A/T
5. Knowledge and experience of using SIMS	E	A
6. Familiarity with policies concerning Safeguarding, Health and Safety, Special Educational Needs and Equal Opportunities	D	A/I

Personal Qualities	Criteria	Assessment
7. Excellent record of punctuality and attendance	E	A/I
8. Excellent written and verbal communication skills	E	A/I
9. Excellent organisational and interpersonal skills	E	A/I
10. Ability to communicate effectively at all levels both internally and externally	E	A/I
11. Able to work effectively as part of a team	E	A/I
12. Good negotiation skills	E	A/I
13. Ability to remain calm and work effectively under pressure	E	A/I
14. Able to work effectively as part of a team	E	A/I
15. Willing to undertake relevant training to develop performance	E	A/I
16. Supportive of the school's ethos	E	A/I
17. Positive and enthusiastic approach towards work	E	A/I
18. Good team player	E	A/I
19. High expectations of self and others	E	A/I
20. Flexible and adaptable	E	A/I
21. Ability to work on own initiative	E	A/I

Criteria Key

E	Essential	A
D	Desirable	I

Assessment Key

A	Application Form
I	Interview