

PERSON SPECIFICATION

Post Title: Pastoral Support Assistant – Attendance	Service: Cramlington Learning Village Academy	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ Qualification (Level 3) or experience in a relevant discipline Very good literacy and numeracy skills	Knowledge of the education system	
Experience		
Present work with young people Experience of developing and managing administrative systems	Teaching/Social work/Nursing background or one of the ‘caring’ professions	
Skills and competencies		
ICT literate Good record keeping Ability to work with children and adults Ability to work as a team	How to motivate young people and raise self esteem	
Physical, mental and emotional demands		
Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict.		
Able to deal with emotional, physical and medical concerns and situations		
Other		
Willingness to take and act on advice and learning development High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self awareness	Willingness to undertake professional development	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits