



Person Specification

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Professional qualifications	Essential	Desirable	Evidence
Educated to GCSE level (Grade A-C) or equivalent in English, Mathematics and Science in addition to other qualifications/experience	✓		Application and documents
Educated to Degree level		✓	
Professional experience	Essential	Desirable	Evidenced
Experience in a student support role within a secondary school		✓	Application Interview References
Personal skills	Essential	Desirable	Evidenced
Reliable and punctual	✓		Interview References
Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality	✓		
Shows initiative, organisation and time management skills	✓		
Ability to communicate with people appropriately and effectively demonstrating patience, resilience and tolerance	✓		
Empathy for students with special educational needs	✓		
Ability to work under pressure	✓		
Ability to command respect from students	✓		
Relates well to students	✓		
Listens effectively and is sensitive to the views of others	✓		
Commitment to the wider role of staff working in education	✓		



Personal attributes	Essential	Desirable	Evidenced
Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community.	✓		Interview
Positive mind set with a passion for overcoming barriers.	✓		
Ability and willingness to work alone or as part of a team, as required	✓		
Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.	✓		
Professional attributes	Essential	Desirable	Evidenced
High expectations of learners and a commitment to ensuring they achieve their full potential	✓		Interview
Awareness of professional duties	✓		
Clear thinker and communicator	✓		
Leads by example and acts on advice	✓		
Ability to reflect and improve practice	✓		
Passionate about the importance of reading and literacy for all	✓		
Ability to maintain confidentiality	✓		

Working conditions – environment, and physical effort or strain.

Minimal degree of physical effort involved.

Context/additional information

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.