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**Pastoral Support Coordinators**

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| **Person Specification** |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous
* Well organised
* Patient and good humoured
* Effective presence with students
* Cope with a demanding workload
* Enthusiastic
* Respond calmly and resolve challenges
* Emotionally intelligent
* Team player
* Role model
* Committed to own professional development
* Professional demeanour and attire
* Self-reflective
 |
| **Desirable** |
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| **Knowledge & Skills** | **Essential** |
| * Good standard of general education
* Self management skills
* Creative approach to problem solving
* Time management skills
* Effective communication skills
* Understand and comply with all school policies and procedures
* Basic ICT skills to include Microsoft Office and Web browsing
* Work creatively and imaginatively
* Good numeracy and literacy skills (Level 2 in English and Maths)
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| **Desirable** |
| * Experience of working with young people
* Knowledge and application of behaviour management strategies
* Knowledge of the National Curriculum
* ICT programmes to include SIMS
* An understanding of how to raise behaviour and attainment in key identified areas
* Educational qualifications to include (ie NVQ Level 3 or equivalent)
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| **Specific Role Requirements** | **Essential** |
| * Ability to work with children and parents
* Adaptability
* Knowledge of self-regulation
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| **Desirable** |
| * Ability to deliver support programmes to improve behaviours
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| **Experience** | **Essential** |
| * Providing feedback and reports
* Able to work with a variety of different clients and interest groups
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| **Desirable** |
| * Working with children
* Assisting the teacher to plan behaviour programmes and activities
* Monitoring student responses and adapting programmes
* Using detailed knowledge and specialist skills to support good behaviour and learning
* Managing teams
* Training / sharing good practice with colleagues
* Driving licence
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| **Other** | **Essential** |
|  |
| **Desirable** |
|  |

**Date: .........................................................**

**Signed: .........................................................**