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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) |
| **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) |
| **Specific Role Requirements** | **Essential** |
| * Ability to work with children and parents * Adaptability * Knowledge of self-regulation |
| **Desirable** |
| * Ability to deliver support programmes to improve behaviours |
| **Experience** | **Essential** |
| * Providing feedback and reports * Able to work with a variety of different clients and interest groups |
| **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 |
| **Other** | **Essential** |
|  |
| **Desirable** |
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**Date: .........................................................**

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