

# DOVER GRAMMAR SCHOOL FOR BOYS

## Pastoral Support Officer Person Specification

	Essential	Desirable
<b>Education and Qualifications</b>		
Good level of education to at least GCSE standard or equivalent	√	
First Aid Training		√
<b>Experience</b>		
Working with children, perhaps as a parent or voluntary worker	√	
Ability to use Microsoft Office, including Word and Excel	√	
Working and communicating with external agencies		√
Experience in the use of SIMS		√
<b>Knowledge and Understanding</b>		
A knowledge and understanding of how students learn and the barriers to learning that face students	√	
Child Protection Policies and Procedures		√
The roles played by various adults in a child's education		√
<b>Skills and Attributes</b>		
Explain tasks simply and clearly	√	
Accept and respond positively to authority and supervision	√	
Work with guidance but under limited supervision	√	
Liaise and communicate effectively with others on the telephone, in writing and face to face	√	
Demonstrate good organisational skills	√	
Monitor, record and make basic assessments about individual progress	√	
<b>Personal Qualities</b>		
Proactive approach and be able to work well under pressure	√	
Excellent interpersonal and communication skills	√	
Ability to work well independently and as part of a team	√	
Punctual and reliable	√	
To demonstrate a high level of understanding and patience when working with young people	√	
High level of honesty and integrity	√	
<b>Further Requirements</b>		
Willingness to work flexible hours on occasions	√	
Willingness to maintain confidentiality on all school matters	√	
Willingness to undertake training courses that are relevant to the duties of the post	√	
Willingness to be involved in internal and external meetings	√	
Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	√	