



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Person specification – Pastoral Support

	Essential	Desirable
Education/qualifications		
Numeracy, literacy and ICT skills to Level 2 or above	x	
Relevant professional training or development	x	
First aid training		x
Professional experience		
Working with or caring for children of relevant age	x	
Experience in meeting the needs of vulnerable children or disadvantaged children		x
Collaborative and supportive work with colleagues within the organisation	x	
Collaborative and supportive work with parents		x
Skills and knowledge		
Basic understanding of child development and how children learn	x	
Understanding of relevant policies/ codes of practice and awareness of relevant legislation		x
General understanding of the national curriculum and other learning programmes, strategies and current educational issues		x
Ability to relate well to young people and adults	x	
Good oral and written communication skills	x	
Good listening skills	x	
ICT skills appropriate to the role, including audio visual and copying equipment	x	
Effective time management	x	
Effective and efficient organisation and administrative skills	x	
Committed to continued personal and professional development.	x	
Personal qualities		
A commitment to maximising the academic, personal, social and emotional development of all students	x	
Have a caring and positive approach to students	x	
Work constructively as part of a team	x	
Work effectively with diverse groups of people	x	
Willing to work within organisational procedures, processes and to meet required standards for the role	x	
Be resilient and demonstrate an ability to work well under pressure	x	
Able to adopt a flexible working practice and adapt to the ever changing demands of the school community	x	
Organise time efficiently and work to deadlines	x	
Excellent record of attendance and punctuality	x	
Equal opportunities		
Commitment to the School's Equality and Safeguarding policies	x	