**PERSON SPECIFICATION**

**Job title Student Support Job ref no AAAE7066**

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| **Criteria** | **Essential** | **Desirable** | **Evidenced From?** |
| **Qualifications** | Good standard of general education including 5 GCSE’s or equivalent (Graded A-C) including Maths and English | A combination of formal off-the-job training and experience in relevant work areas over a period of years or through previous education to graduate level/NVQ 4 | Application formInterview  |
| **Experience** | Experience of working with young peopleHigh level of literacy | Safeguarding and TAF training | Application form Interview |
| **Job related****Knowledge** | ICT competent and conversant with the Microsoft Office suite of applicationsKnowledge of safeguarding procedures and familiar with child protection issues Have good administrative organisation and communication skillsKnowledge and understanding of the Every Child Matters Agenda and its relationship to the SEAL agenda | Knowledge and understanding of medical issues and personal choices relating to young people in the following areas: healthy eating; eating disorders; drugs, smoking and substance abuse; behaviour; sexual health; personal image | Application form Interview |
| **Skills and** **Aptitudes** | Ability to liaise effectively with parents and outside agenciesEnjoy working with a wide variety of young peopleHave excellent inter-personal skills and be able to work well as part of a teamHave confidence to manage student behaviour Be resilient, firm and consistentBe comfortable with a challenging and varied workload and be able to prioritise effectivelyAble to maintain confidentiality where applicableAble to work in a professional manner with a wide range of peopleAbility to act on initiative within a team contextCommitment to safeguarding and ensuring the welfare of children and young people | Skills and interests to contribute to the school’s extracurricular programme to enhance cultural capital | Application formInterview  |
| **Other** **Requirements** | Support for our fundamental belief that everyone can achieve, irrespective of background or starting pointBelief in the power of education to transform livesDemonstrate commitment to the values of Respect, Relationships, and Resilience, which are central to the ethos of the schoolTo support students to enjoy learning and to enable them to flourish through a focus on thinkingThe ability to converse at ease with customers and provide advice in accurate spoken English |  |  |