**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 form  Interview |
| **Experience** | Experience of working with young people  High level of literacy | Safeguarding and TAF training | Application form  Interview |
| **Job related**  **Knowledge** | ICT competent and conversant with the Microsoft Office suite of applications  Knowledge of safeguarding procedures and familiar with child protection issues  Have good administrative organisation and communication skills  Knowledge 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 agencies  Enjoy working with a wide variety of young people  Have excellent inter-personal skills and be able to work well as part of a team  Have confidence to manage student behaviour  Be resilient, firm and consistent  Be comfortable with a challenging and varied workload and be able to prioritise effectively  Able to maintain confidentiality where applicable  Able to work in a professional manner with a wide range of people  Ability to act on initiative within a team context  Commitment 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 form  Interview |
| **Other**  **Requirements** | Support for our fundamental belief that everyone can achieve, irrespective of background or starting point  Belief in the power of education to transform lives  Demonstrate commitment to the values of Respect, Relationships, and Resilience, which are central to the ethos of the school  To support students to enjoy learning and to enable them to flourish through a focus on thinking  The ability to converse at ease with customers and provide advice in accurate spoken English |  |  |