



Employee Specification Form

Post Number	
Job Title	Pastoral Assistant
Department	Ridgeway High School
Prepared by and date	May 2026

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications and Training <ul style="list-style-type: none"> Good passes in English and maths GCSEs (or equivalent) 	A	<ul style="list-style-type: none"> National Qualifications Level 3 (or equivalent) in supporting teaching and learning 	A
Experience <ul style="list-style-type: none"> Ability to use own initiative Ability to deal with complex and challenging student behaviour Effective communicator, able to talk to students, parents and other agencies, e.g. social services Dealing with emotionally demanding situations Maintaining and updating records and case files 	I I I I I	<ul style="list-style-type: none"> Secondary school experience Implementing action plans to improve attendance, behaviour or school performance 	A
Knowledge and skills <ul style="list-style-type: none"> Understanding of the range and adopting strategies to overcome any potential barriers to learning and attending school faced by children and young people Knowledge of school policies and procedures relating to pupils, for example Behaviour Management and Safeguarding Excellent communication and interpersonal skills Effective ICT skills 	I A I I I	<ul style="list-style-type: none"> Working with families to help plan strategies and interventions to address individual issues 	
Special Requirements <ul style="list-style-type: none"> Work may include home visits 	I	<ul style="list-style-type: none"> Driving licence with business insurance 	A