



PERSON SPECIFICATION: PASTORAL ASSISTANT

Quality/Skill	Essential (E) Desirable (D)	Application	Reference	Interview	Task
Qualifications					
GCSE Grade C in English and mathematics (or equivalent)	E	*			
NVQ 3 qualification or higher	D	*			
NVQ3 for Teaching Assistants or equivalent qualification or experience.	D	*			
Skills, knowledge and aptitude					
Working knowledge of national curriculum and other relevant learning programmes	D	*			
Understanding of principles of child development and learning processes and in particular barriers to learning	D	*			
Very good literacy/numeracy skills	E	*			
Good communication skills and able to clarify and explain instructions clearly	E	*			
Professionally discreet and able to respect confidentiality on particular issues	E	*			
Able to work as part of a team	E	*	*	*	
Able to maintain effective relationships	E	*	*	*	
Able to maintain confidentiality at all times	E	*	*	*	
Proven organisational ability	E	*	*		
Empathy with students and sympathetic to their needs	E	*	*	*	*
Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of people	E	*	*	*	*
Able to work on own initiative	E		*		
Experience of working with children in a secondary school setting	D	*			
Knowledge of Special Educational Needs and experience of working with children with additional needs	D	*	*	*	
Personal Attributes					
Good communication skills and ability to clarify and explain instructions clearly	E	*	*	*	*

* = will be evidenced by application form/reference/ interview/ presentation