



PERSON SPECIFICATION

Pastoral Teaching Assistant

Essential Criteria	
Training/Qualifications	<ul style="list-style-type: none"> • A very good standard of education, particularly in English and mathematics (Grade C/4, at least in both). • Whilst there are no specific further qualifications set out it would be important for the candidate to have evidence of further professional qualifications, training or development linked to the job specification.
Experience	<ul style="list-style-type: none"> • Evidence of being an emotionally intelligent, reflective worker. • An understanding of safeguarding children procedures. • Experience of using Information Technology.
Knowledge	<ul style="list-style-type: none"> • Knowledge of requirements for maintaining the health, safety and security of yourself and others in the learning environment. • Up to date knowledge of challenges facing young people today (e.g. self-harm, drugs, pressures linked to social media etc.)
Skills and Abilities	<ul style="list-style-type: none"> • Ability to use language and other communication skills that pupils can understand and relate to. • Ability to establish positive relationships with pupils and empathise with their needs. • Ability to demonstrate active listening skills. • Ability to work effectively and supportively as a member of the SEN/Pastoral Care team. • Ability to work within and apply all school policies e.g. behaviour management, safeguarding and child protection, Health and Safety, Equal Opportunities, etc. • Ability to demonstrate robustness and emotional resilience in challenging situations.
Personal Qualities	<ul style="list-style-type: none"> • A personality to merit the respect of pupils and to encourage their active involvement in the learning process, in and out of lessons. • Highly motivated, clear thinking and principled. • Committed to equality of opportunity • Willingness to participate in further training and developmental opportunities offered by the school and County, to increase knowledge. • Willingness to maintain confidentiality on all school matters. • A confident communicator with strong inter-personal skills. • Integrity, good humoured and a caring and positive outlook.
Desirable Criteria	
	<ul style="list-style-type: none"> • Whilst not an essential requirement, a willingness to drive the school minibus to venues for sports matches and for extra-curricular trips would be desirable, as would a willingness to occasionally offer classroom cover for absent teachers. However, candidates unable to do these tasks should not be put off from applying.



For candidates interested in the Minibus Driver role

PERSON SPECIFICATION

Minibus Driver

Knowledge	<ul style="list-style-type: none"> • Geographical knowledge of the County. • The principle of safe driving. • Health and safety issues. • Aids used when carrying passengers with special needs.
Education and Qualifications	<ul style="list-style-type: none"> • Hold a full driving licence with D1 component.
Experience	<ul style="list-style-type: none"> • Having a minimum of three years driving experience. • Working within a team. • Health and safety. • Knowledge of manual handling regulations.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with service users and colleagues. • Ability to converse at ease with staff and pupils and provide advice in accurate spoken English.
Personal Qualities	<ul style="list-style-type: none"> • A flexible approach to work, demonstrating use of initiative. • Effective communication skills, including a respectful attitude towards service user group. • Ability to maintain confidentiality. • Caring disposition and awareness of staff and pupils' needs.