



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**PERSON SPECIFICATION**  
**Pastoral Support Assistant**

Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"><li>Fully completed application form</li><li>Supportive reference/s</li><li>Suitability to work with children</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Grade C / Grade 5 GCSE English and Maths</li></ul>	<ul style="list-style-type: none"><li>Grade C / Grade 5 GCSE (or equivalent) in 3 other subjects.</li><li>Appropriate Pastoral/Safeguarding/Mental Health First Aid/Behaviour qualifications</li><li>SEND qualifications</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Experience of / interest in working with children/young people</li></ul>	<ul style="list-style-type: none"><li>Experience of working in a school (or similar) environment</li><li>Experience of working with children with challenging behaviour</li><li>Experience of working with vulnerable or disadvantaged children</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>Evidence of recent training</li></ul>	<ul style="list-style-type: none"><li>Willingness to undertake relevant training</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>Ability to communicate effectively, both orally and in writing, in a variety of situations</li><li>Ability to keep appropriate records, good organisation skills and an ability to prioritise</li><li>Good listening skills and the ability to de-escalate conflict</li></ul>	<ul style="list-style-type: none"><li>Experiencing of mentoring individuals and / or small groups</li></ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"><li>Understanding of the needs and demands of working with young people</li><li>Use of ICT in supporting all aspects of school and professional life (Basic knowledge of Word, Excel, Outlook etc.)</li></ul>	<ul style="list-style-type: none"><li>An understanding of safeguarding in a school environment</li><li>An understanding of positive behaviour management techniques</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>Ability to demonstrate enthusiasm and sensitivity whilst working with others</li><li>Caring attitude towards students and parents</li><li>Copes well under pressure and uses humour to good effect</li><li>An understanding of the need to respect confidentiality at all times</li></ul>	<ul style="list-style-type: none"><li>Flexibility and adaptability in order to be able to mix and work in different roles and with a wide range</li><li>Evidence of being able to build and sustain effective working relationships with staff and students</li></ul>