



SIGMA TRUST

Person Specification

Pastoral Support Assistant

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Successful experience working with children in a school environment 	✓	
<ul style="list-style-type: none"> NVQ Level 3 in learning support or equivalent qualification/experience 		✓
<ul style="list-style-type: none"> GCSE A - C (or equivalent) Maths and English 	✓	
<ul style="list-style-type: none"> Good general standard of education 	✓	
Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Good working knowledge of ICT to support learning and for administrative/ organisational effectiveness 	✓	
<ul style="list-style-type: none"> Ability to write detailed reports, complete returns and write complex letters 	✓	
<ul style="list-style-type: none"> Ability to use clear language to communicate information unambiguously 	✓	
<ul style="list-style-type: none"> Ability to listen effectively 	✓	
<ul style="list-style-type: none"> Ability to negotiate effectively with adults and children 	✓	
<ul style="list-style-type: none"> Ability to demonstrate effective implementation of the school's behaviour management policy 	✓	
<ul style="list-style-type: none"> Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion 	✓	
<ul style="list-style-type: none"> Good understanding of the school organisation, timetable and learning and pastoral support systems 	✓	
<ul style="list-style-type: none"> Good understanding of child development and pastoral issues such as inclusion and transition 	✓	
<ul style="list-style-type: none"> Understand and support the importance of physical and emotional wellbeing 	✓	
<ul style="list-style-type: none"> Ability to make a proactive contribution to the work of the team supporting children, their families and carers 	✓	
<ul style="list-style-type: none"> Ability to work with parents and carers to improve support for children 	✓	
<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults 	✓	
<ul style="list-style-type: none"> Ability to work effectively with a range of adults 	✓	
<ul style="list-style-type: none"> Contribute to the development and implementation of effective systems to share information 	✓	
Personal	Essential	Desirable

• Good organisational skills	✓	
• Ability to remain calm under pressure	✓	
• Ability to manage and support the work of others	✓	
• Ability to manage own time effectively	✓	
• Ability to meet deadlines	✓	
• Demonstrate creativity and an ability to resolve problems independently	✓	
• Awareness of and promotion of equality	✓	
• Good understanding of Health & Safety	✓	
• Good understanding and effective implementation of Child Protection procedures	✓	
• Understand and comply with procedures and legislation relating to confidentiality	✓	
• Demonstrate a clear commitment to develop and learn in the role	✓	
• Ability to effectively evaluate own performance	✓	