



Pastoral Support Coordinator – Key Stage 4
37 Hours per week – Term time +5 days (39 weeks total)
Grade 6 (£21,334-£23,380)
Person Specification

Physical

- A good attendance record.
- Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).

Qualifications

- Essential: English and Maths (GCSE or equivalent): Grade C or above / Grade 4 or above.
- Any other relevant qualifications linked to the role. This may include an NVQ 3 in learning and development and support services for children, young people and those who care for them or equivalent qualification or experience in a relevant discipline. A variety of qualifications will be considered.

Experience

- Experience of working in a setting committed to the inclusion agenda
- Experience of working with pupils demonstrating challenging behaviours

Training

- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.
- Team Teach or equivalent handling training (desirable)

Special Knowledge / Skills

- Good communicator with a high level of written and oral skills
- Ability to assess, plan and prepare programmes which will impact upon children and families
- Facilitate above re educational support
- Negotiation skills
- Good organisational skills
- Judgement and decision-making skills
- Ability to work within established processes and procedures
- Analytical and problem-solving abilities
- Knowledge and understanding of relevant legislation relating to disability, SEN and children's rights
- Ability to work remotely and within a team
- Ability to recognise and defer issues when appropriate
- Car driver with permanent use of a car
- Strong numeracy, literacy and ICT skills
- Ability to remain calm in situations of high tension
- Ability to relate well to children and adults
- Good telephone manner

Disposition

- Family focused
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener
- Takes responsibility and accountability
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations
- Is committed to the provision and improvement of quality service provision
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive
- Communicates effectively
- Has the ability to learn from experiences and challenges
- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Legal Requirements

- Enhanced DBS Check for Regulated Activity

