

All Saints Catholic College

PERSON SPECIFICATION

Post: **PASTORAL SUPPORT OFFICER**

Salary: **Grade F, points 24-28 (36 hours per week, term time only + 10 days)**

CATEGORY	ESSENTIAL		DESIRABLE	
Qualifications	<ul style="list-style-type: none"> Appropriate degree or diploma in one or more of the following: <ul style="list-style-type: none"> ➤ teaching ➤ education ➤ careers ➤ social services Relevant training and qualifications for working with young people and their families 	A	<ul style="list-style-type: none"> Evidence of continuing professional development Practising Catholic 	A R A R
		A		
Experience	<ul style="list-style-type: none"> Proven track record of working with young people Ability to identify potential barriers to learning and engage in strategies to overcome these Ability to engage in goal setting as part of a learning action planning process 	A I R	<ul style="list-style-type: none"> Awareness of examination levels and demands Knowledge of how school systems operate 	I I
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Personal Attributes	<ul style="list-style-type: none"> A desire to enable young people to maximise their potential Ability to work as a team member Ability to work using one's own initiative Good health record Fully supportive of Catholic ethos Excellent punctuality record Pride and appearance 	I	<ul style="list-style-type: none"> Sense of proportion Sense of humour Confidence in self and ability to inspire others 	I R I R I R
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Specialist Skills	<ul style="list-style-type: none"> Ability to build strong, effective relationships with young people Good verbal and communication skills 	A R	<ul style="list-style-type: none"> Well organised Ability to see things through to a conclusion 	I R R
		I R		

Key: A = application form
I = interview
R = reference