



HOLY FAMILY RC AND CE COLLEGE

PERSON SPECIFICATION



Post: Pastoral Officer (temporary to cover maternity leave)

Grade: Scale 3 SCP 14-17

Note to Applicants:

This school is committed to safeguarding and promoting the welfare of children and young people and it expects all staff to share this commitment.

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job. **Please note you will not be shortlisted for interview unless you meet all the essential criteria.**

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the school will obtain the necessary information about your.

If the How Identified column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

	Essential Criteria	How Identified	Desirable Criteria	How Identified
Qualifications and Experience	<ul style="list-style-type: none"> • Qualifications in appropriate discipline or working towards this. • Level 2 or higher qualification in English/Literature and Mathematics/Numeracy. • Minimum of Level 2 qualifications in at least 5 subjects. • To have experience of working with children/parents/carers or outside agencies. • To be able to link experience with the duties listed in the job description. • Experience of working within a secondary school setting. 	<ul style="list-style-type: none"> • Application Form/checking of Certificates and Interview. • Application Form. 	<ul style="list-style-type: none"> • Training/experience in counselling strategies. • First Aid trained (or willingness to undertake training). 	<ul style="list-style-type: none"> • Application Form and Interview.
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to work effectively within a team. • Ability to promote a positive ethos – role model. • Ability to work with children at all levels. • To have high levels of interpersonal skills. • To be able to relate to staff, pupils, parents and carers. • Ability to hold/arrange meetings with parents/carers and pupils. • Good ICT skills. • Knowledge of the SIMS system. 	<ul style="list-style-type: none"> • Application Form and interview. 		<ul style="list-style-type: none"> • Application Form and Interview.
Special Working Conditions	<ul style="list-style-type: none"> • To be prepared to be flexible e.g. work outside of school hours occasionally. 			

