

Employee Specification Form: M23

Title of Post: Pastoral & Academic Support Worker

Weatherhead High School

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

Personal Attributes

	Essential		Desirable	
	<i>Attribute</i>	<i>Stage Identified</i>	<i>Attribute</i>	<i>Stage Identified</i>
Qualifications	Graduate – Degree Level	A	NVQ Certificate / Diploma in School Administration or equivalent.	A
Experience	Experience of working with young people and ability to demonstrate improved outcomes.	A / I	Experience of working with children and young people; teaching, counselling, youth work, social service or any related background. Experience of planning and evaluation.	A / I
Knowledge & Skills	A proven record in working with young people with additional needs. Ability to identify potential barriers to learning and jointly engage in strategies to overcome these. Ability to provide a range of activities to support learning. Knowledge of general education, training and employment opportunities. Excellent communication skills.	A / I	Knowledge and understanding of safeguarding procedures in relation to children and young people.	A / I

Special Requirements	<p>The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different backgrounds.</p> <p>Ability to work under pressure and as part of a team.</p> <p>Excellent time management skills and the ability to prioritise tasks.</p> <p>The ability to work with all staff and Senior management and a range of external agencies.</p> <p>Flexibility and a commitment to delivering high standards of service</p> <p>The ability to converse at ease with members of the public and provide advice in accurate Spoken English is required for this post.</p>	I		
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A – application, I - Interview