

# All Saints Catholic College

## PERSON SPECIFICATION

Post: **PASTORAL SUPPORT OFFICER (2 year initial contract)**

Salary: **Grade F, points 24 to 28 £22,401 to £25,463 pa**

**36 hours per week, term time + 10 days (including 4 Inset days)**

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

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