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| **THE BISHOP OF WINCHESTER ACADEMY**  **Person Specification- KS4 Pastoral and Admin Support** |
| **Ethos** |
| *Essential*   * Support the vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. * Each post holder must share the commitment of the sponsors’ principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. * All academy post-holders are expected to contribute to the development of young people and the community. |
| **Education, Training and Qualifications** |
| *Essential*   * Good numeracy/literacy/ICT skills * Maths and/or English Grades GCSE A-C |
| **Skills and Abilities** |
| *Essential*   * Ability to work successfully with pupils with challenging behaviour * Ability to coordinate strong team relationships and work constructively as part of a team * Ability to communicate at all levels i.e. Staff, students, home and professionals. * Flexible and able to respond quickly to new situations.   *Desirable*   * Able to recognise own training needs and willing to undergo relevant training * Ability to support families and carers of pupils with challenging behaviours |
| **Specialist Knowledge** |
| *Desirable*   * Understanding of behavioural strategies * Working with or caring for children of relevant age * Experience in group work |
| **Experience** |
| *Desirable*   * Training in or experience of working with young people with behavioural difficulties * Experience in pastoral care |
| **Other** |
| *Essential*   * Fully committed to all Academy Policies. |