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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.
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| **Education, Training and Qualifications** |
| *Essential** Good numeracy/literacy/ICT skills
* Maths and/or English Grades GCSE A-C
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| **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
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| **Specialist Knowledge** |
|  *Desirable* * Understanding of behavioural strategies
* Working with or caring for children of relevant age
* Experience in group work
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| **Experience** |
|  *Desirable** Training in or experience of working with young people with behavioural difficulties
* Experience in pastoral care
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| **Other** |
| *Essential** Fully committed to all Academy Policies.
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