

**STUDENT SUPPORT OFFICER
PERSON SPECIFICATION**

Relevant Experience		Essential	Desirable
1	Working with children, young people, parents and families within an educational context	✓	
2	Working as part of a team, as well as on your own initiative	✓	
3	Working with professionals from other agencies and in multi agency context	✓	
4	Recent experience of working in a secondary school	✓	

Education and Training		Essential	Desirable
5	GCESs at grades 9 to 4 (A* to C) in English and maths	✓	
6	Other relevant qualifications such as mentoring/coaching qualifications		✓

General and Special Knowledge		Essential	Desirable
7	Knowledge of agencies that complement the work of schools		✓
8	Knowledge and use of Bromcom		✓

Skills, Attributes and Experience		Essential	Desirable
9	Ability to relate well to children and adults	✓	
10	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
11	Ability to work independently	✓	
12	Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
13	Understanding of importance of confidentiality and to maintain confidentiality in your work	✓	
14	Excellent organisational, communications and interpersonal skills	✓	
15	Ability to demonstrate emotional intelligence when dealing with challenging situations	✓	
16	Ability to remain calm under pressure and deal with challenging situations	✓	
17	Ability to adapt to changing demands and conditions	✓	
18	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓	