

Person Specification - Pastoral Officer

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educational achievement sufficient to support clear reporting and presentation skills • Qualified or working towards at least NVQ Level 3 in a relevant discipline (e.g., Social Work, Health Visitor) or • Proven experience in a similar role 	<ul style="list-style-type: none"> • Training/Qualification in work with parents
Experience	<ul style="list-style-type: none"> • Experience and understanding of children within their family context • Demonstrable experience delivering individual or group-based support/interventions 	<ul style="list-style-type: none"> • Experience within education, social services/welfare, or voluntary sectors
Knowledge	<ul style="list-style-type: none"> • Knowledge of social and emotional factors affecting a child's capacity to learn • Knowledge of available support services and referral routes • Awareness of legislation affecting school attendance requirements 	<p>Knowledge of positive behaviour practices, such as Relational Practice, emotion coaching.</p>
Skills & Abilities	<ul style="list-style-type: none"> • Relate to young people and adults empathetically • Develop rapport with pupils and families • Handle difficult situations calmly and effectively • Deal with sensitive issues 	

	<p>confidentially</p> <ul style="list-style-type: none"> • Positively influence others and manage discussions effectively • Communicate effectively (face-to-face and telephone) with children, parents, and professionals • Write reports and letters on attendance issues • Prioritise workloads and meet deadlines • Work as part of a team and independently • Report and account to line manager • Support learning through constructive feedback and coaching • Uphold equal opportunity policies <ul style="list-style-type: none"> • Maintain effective record-keeping • Undertake relevant training 	
Qualities & Attitude	<ul style="list-style-type: none"> • Empathy • Resilience • Persistence • Kindness • Compassion 	
Other	<ul style="list-style-type: none"> • ICT and administrative skills • Satisfactory DBS clearance (confirmed during pre-employment checks) • Social media checks 	