

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Pastoral Officer

Grade 6 (SCP) 19-24

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • To possess GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy. • Relevant Level 3 qualification. • Experience of working with children and young people to overcome mental and physical barriers to their personal, social or learning development. • Experience of working with parents/carers and external agencies. • Specialist knowledge gained from extensive experience of working with pupils in pastoral care and support. 	Application Form/Checking of Certificates	<ul style="list-style-type: none"> • Experience of working in a school setting. • Training/experience in counselling strategies. 	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Initiative and creativity to develop a range of options/alternatives to support children and young people. • Resolve problems in sometimes stressful situations. • Effective organisational skills to manage conflicting deadlines and meet deadlines. • Ability to keep accurate records and write reports. 	Application Form/Interview		

SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to work effectively within a team. • Ability to promote a positive ethos and act as a role model. • Knowledge of personal, social and educational topics which relate to adolescent concerns. • Knowledge of potential barriers to learning and attending school faced by children/young people, as well as how these can be overcome. 	Application Form/Interview		
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Prepared to undertake travelling as part of duties. • Prepared to work in a variety of settings including home, primary school etc. • Ability to work to a flexible timetable. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	Application Form		