



**PERSON SPECIFICATION: STUDENT SUPPORT OFFICER:  
JANUARY 2022**

CRITERIA	NECESSARY REQUIREMENTS	ESSENTIAL	DESIREABLE
<b>EDUCATION AND QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>GCSE qualifications (or equivalent) including GCSE English and Maths at Grade C (4) or above</li> <li>Evidence of continuing professional development</li> </ol>	✓ ✓	
<b>KNOWLEDGE AND EXPERIENCE</b>	<ol style="list-style-type: none"> <li>Current or recent secondary school experience</li> <li>Strategies for raising students' achievement</li> <li>Strategies for promoting good student engagement</li> <li>Strategies to raise standards through effective personalised support</li> <li>An understanding of/commitment to, equal opportunities</li> <li>Commitment to inclusion and the right of any pupil to be the best that they can be</li> <li>Have experience of identification and progress monitoring of students with Additional Behavioural Needs.</li> <li>Knowledge of current educational issues and their implications for the schools</li> <li>An awareness of the implications of Literacy and Numeracy across the curriculum</li> <li>Experience of working in partnership with outside agencies</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓        ✓ ✓
<b>SKILLS AND ABILITIES:</b>	<b>The ability to:</b> <ol style="list-style-type: none"> <li>Listen to and respond to the views of others</li> <li>Communicate effectively to a range of stakeholders</li> <li>Consult and negotiate to achieve agreed/shared objectives</li> <li>Manage effective communication systems</li> <li>Contribute to meetings effectively</li> <li>Work effectively as part of a team</li> <li>Work consistently to deadlines and effectively under pressure</li> <li>Set and achieve challenging but realistic goals</li> <li>Prioritise and manage one's own time effectively</li> <li>Be an effective user and promoter of ICT</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	