

UPPER WHARFEDALE SCHOOL

PERSON SPECIFICATION: STUDENT SUPPORT OFFICER: January 2024

CRITERIA	NECESSARY REQUIREMENTS	ESSENTIAL	DESIREABLE
EDUCATION AND QUALIFICATIONS	<ol style="list-style-type: none"> 1. GCSE qualifications (or equivalent) including GCSE English and Maths at Grade C (4) or above 2. Evidence of continuing professional development 	✓ ✓	
KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> 1. Current or recent secondary school experience 2. Strategies for raising students' achievement 3. Strategies for promoting good student engagement 4. Strategies to raise standards through effective personalised support 5. An understanding of/commitment to, equal opportunities 6. Commitment to inclusion and the right of any pupil to be the best that they can be 7. Have experience of identification and progress monitoring of students with Additional Behavioural Needs. 8. Knowledge of current educational issues and their implications for the schools 9. An awareness of the implications of Literacy and Numeracy across the curriculum 10. Experience of working in partnership with outside agencies 		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
SKILLS AND ABILITIES:	The ability to: <ol style="list-style-type: none"> 1. Listen to and respond to the views of others 2. Communicate effectively to a range of stakeholders 3. Consult and negotiate to achieve agreed/shared objectives 4. Manage effective communication systems 5. Contribute to meetings effectively 6. Work effectively as part of a team 7. Work consistently to deadlines and effectively under pressure 8. Set and achieve challenging but realistic goals 9. Prioritise and manage one's own time effectively 10. Be an effective user and promoter of ICT 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	