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| **Student Support Officer: Person Specification** |
| **Education and Qualifications** | **Criteria** | **Assessment** |
| Attainment of GCSE grade C or above in Maths and English (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education) | E | A |
| Education degree /Diploma level  | D | A |
| Commitment to personal/professional development  | D |  I |
| **Experience** | **Criteria** | **Assessment** |
| Relevant experience of working with young people aged between 11-19 | D | A,I |
| Experience of working in an educational setting | D | A,I |
| Experience of working with students, families and external agencies | E | A,I |
| Proven track record of good employment history | E | A,I |
| **Knowledge and Skills**  | **Criteria** | **Assessment** |
| Understanding of the needs of children and young people and the challenges they face. | E | A,I |
| Understanding impact of poor behaviour and attendance | E | A,I |
| Knowledge and understanding of safeguarding & associated procedures | E | A.I |
| Knowledge and understanding of Microsoft packages incl Excel, Word, Teams, Forms, Sharepoint etc | D | A,I |
| Excellent written and oral communication skills | E | A,I |
| Ability to work on own initiative | E | A,I |
| **Personal Qualities** | **Criteria** | **Assessment** |
| Ability to communicate with a variety of people | E | A, I |
| Meet deadlines whilst working under pressure | E | A, I |
| A passion for improving outcomes for students | E | I |
| Enthusiastic and committed | E | I |
| Self-motivated and able to work constructively as part of a team | E | A, I |
| Excellent Interpersonal skills | E | I |
| High standards of professionalism, confidentiality and discretion | E | A, I |

**Criteria Key Assessment Key**

**E Essential A Application Form**

**D Desirable I Interview**