Alder Community High School
Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ
T: 0161 368 5132 E: admin@alderchs.uk
Headteacher: Mrs M Critchlow BA (Hons) NPQH

**Pastoral Support Officer**

**Person Specification**

| | Essential | Desirable | Method of Measuring |
|---|---|---|---|
| Qualifications: | | | |
| GCSE Maths and English (Grade 4/C or above) or equivalent. | X | | A, C |
| Skills and Experience of: | | | |
| Working with children and young people | X | | A, I |
| Working with children and young people with SEND | | X | A, I |
| Training in relevant areas i.e. Child Protection, CAFs, counselling, Educational Welfare | | X | A, I |
| First Aid Training | | X | |
| Behaviour management skills | | X | A, I |
| Using IT in particular Microsoft Office programmes | X | | A, I |
| Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation | X | | A, I, R |
| Knowledge and understanding of: | | | |
| The education system | X | | A, I |
| GDPR and confidentiality | X | | A, I |
| Safeguarding and child protection | X | | A, I |
| Personal Qualities: | | | |
| Flexible and adaptable in your approach to the job | X | | A, I, R |
| Able to work on your own initiative | X | | A, I, R |
| Able to communicate effectively with all stakeholders | X | | A, I, R |
| Able to treat information confidentially | X | | A, I, R |
| A good team player | X | | A, I, R |
| Willing to participate in staff training | X | | A, I, R |
| Enthusiastic and committed | X | | A, I, R |
| Professional in your conduct | X | | A, I, R |

**Key**
A – application form C – original certificates I - interview process R - references