



Person Specification	
School	Glenleigh Park Primary Academy
Job Title	Behavioural and Pastoral Assistant
Grade	SS Grade 5, 11-13
Hours	Full or Part Time – Term Time Only

MAIN PURPOSE OF JOB:

The role of Behavioural and Pastoral Assistant forms part of the pastoral team that works to ensure our most vulnerable pupils achieve their full potential. The role also contributes to the effective pastoral care of all pupils and high standards of behaviour in school. The pastoral team is lead by the Assistant Headteacher and comprises nurture staff, key workers, behavioural and pastoral assistants, the school attendance officer and contributions from external agencies.

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to use language and other communication skills that pupils, parents and other staff can understand and relate to • Ability to establish positive relationships with pupils and empathise with their needs • Ability to demonstrate active listening skills • Ability to consistently and effectively implement agreed behaviour management strategies • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task • Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as 		<ul style="list-style-type: none"> • Application /Interview

	<p>agreed with the teacher to achieve the intended learning outcomes</p> <ul style="list-style-type: none"> • Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skill • Ability to assist in the recording of lessons and assessment as required by the teacher • Ability to offer constructive feedback to pupils to reinforce self-esteem • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc • Ability to communicate clearly in written English with a high degree of accuracy 		
<p>Education & Qualifications</p>	<ul style="list-style-type: none"> • A good standard of education particularly in English and Mathematics including maths and English grade C or above at GCSE (or equivalent) 	<ul style="list-style-type: none"> • NVQ Level 2 for Teaching Assistants or equivalent 	<ul style="list-style-type: none"> • Application /Interview
<p>Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment • Knowledge of SEN Code of Practice • Knowledge of strategies to recognise and reward efforts and achievements 	<ul style="list-style-type: none"> • Where appropriate, to know and apply positive handling techniques 	<ul style="list-style-type: none"> • Application /Interview

	towards self-reliance that are appropriate to the age and development stage of the pupils		
Experience	<ul style="list-style-type: none"> • Experience of supporting children in a classroom environment, including those with special educational needs • Experience of using computers and standard administration software • Experience of supporting pupils with complex needs 	<ul style="list-style-type: none"> • Experience of leading interventions with pupils • Experience of supporting pupils with complex needs 	<ul style="list-style-type: none"> • Application /Interview
Personal Attributes	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • Willingness to maintain confidentiality on all school matters 		<ul style="list-style-type: none"> • Application /Interview