



Student Support Officer

	Essential	Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> • 5 GCSEs including Maths and English grade A - C • NVQ level 3 or equivalent qualification or experience • Evidence of recent CPD relevant to post • L1 Safeguarding training 	L2 safeguarding trained First Aid trained	Application form Certificates
Experience	<ul style="list-style-type: none"> • Experience of working within a school environment • Experience of working in the field of school attendance • Experience of working with SIMS and attendance data • Experience in providing emotional and pastoral care to students • Experience of effective working with external agencies to support families, children and adults. 		Application form Interview Reference
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Willing to undertake continuing professional development • An ability to communicate effectively with students and their families • Good organisational, planning and administrative skills • Ability to use IT effectively • Commitment, enthusiasm and drive to achieve • An ability to work under pressure • Able to offer a flexible and innovative approach to the role • Commitment to safeguarding and promoting the welfare of children • Evidence of effective team work • The resilience to meet and overcome challenges 		Application form Interview Reference
Personal qualities	<ul style="list-style-type: none"> • Approachable manner, reliable, conscientious, articulate and flexible • Sensitive to the needs of vulnerable children and their parents • Commitment to achieve high standards and to continuing personal and professional development • High level of confidentiality and discretion • Enthusiasm, drive and self-motivation • Adopts a calm and positive approach when dealing with young people 		Application form Interview Reference