



All Hallows Catholic High School

Person Specification

Pupil Support Assistant

APPLICATION FORM AND LETTER	ESSENTIAL	DESIRABLE	EVIDENCE A – Application I – Interview R- Reference
Qualifications			
<ul style="list-style-type: none"> NVQ level 3 or above qualification (or equivalent) 	✓		A
<ul style="list-style-type: none"> Level 2 or equivalent qualification in English / Literacy and Mathematics / Numeracy 	✓		A
Professional Experience			
<ul style="list-style-type: none"> Experience of working with children 	✓		A/I/R
<ul style="list-style-type: none"> Experience of completing administrative tasks 		✓	A/I/R
<ul style="list-style-type: none"> Experience of supporting pupils with challenging behaviour 		✓	A/I/R
Skills, Qualities and Abilities			
<ul style="list-style-type: none"> Strong commitment to the mission of a Catholic school 	✓		A/I
<ul style="list-style-type: none"> Excellent communication skills, both written and verbal 	✓		A/I
<ul style="list-style-type: none"> Demonstrable leadership qualities, e.g. assertiveness, confidence, etc. 	✓		A/I
<ul style="list-style-type: none"> An ability to establish and maintain positive, professional working relationships. 	✓		A/I
<ul style="list-style-type: none"> An ability to manage and prioritise a demanding workload, and that of others, if necessary 	✓		A/I
<ul style="list-style-type: none"> An ability to manage change and stress as a member of the pastoral team 	✓		A/I
<ul style="list-style-type: none"> A high level of accuracy and attention to detail 	✓		A/I
<ul style="list-style-type: none"> Excellent time management skills and organisation 	✓		A/I
<ul style="list-style-type: none"> An ability to think strategically and manage problems 	✓		A/I
<ul style="list-style-type: none"> Commitment to a high profile presence in and around the school 	✓		A/I
<ul style="list-style-type: none"> Strong commitment to school improvement and raising achievement for all 	✓		A/I
<ul style="list-style-type: none"> Ability to remain enthusiastic when working under pressure 	✓		A/I
<ul style="list-style-type: none"> Ability to make effective use of ICT 	✓		A/I

<ul style="list-style-type: none"> Demonstrate knowledge of Safeguarding, Health and Safety and GDPR 		✓	A/I
Letter of Application			
<ul style="list-style-type: none"> Letter should be clear, concise and presented in an organised way (not more than 2 sides of A4; not smaller than font size 11) 		✓	A
Other			
<ul style="list-style-type: none"> Commitment to safeguarding and protecting the welfare of children and young people 		✓	I
<ul style="list-style-type: none"> Commitment to undertake in-service development, for example, completing the Designated Safeguarding Lead (DSL) training 		✓	I
<ul style="list-style-type: none"> An understanding of and an ability to contribute to the daily mission of the school 		✓	A/I
<ul style="list-style-type: none"> The capacity to contribute to the wider life of the school 		✓	A/I