



### **Personal Development Support Person Specification**

| <b>Minimum Essential Requirements</b>    |                                                                                                                           | <b>Method of Assessment</b>  |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Work Related Skills and Knowledge</b> | Demonstrably high levels of customer service                                                                              | Application form/interview   |
|                                          | Excellent interpersonal skills                                                                                            | Interview                    |
|                                          | Excellent communication skills                                                                                            | Application form/interview   |
|                                          | Ability or experience of working effectively within a busy environment                                                    | Application form/interview   |
|                                          | Ability or experience of capability in dealing with multiple tasks                                                        | Application form/interview   |
|                                          | The ability to remain professional, calm and patient in difficult situations                                              | Application form/interview   |
|                                          | Knowledge of Personal Development in KS3 and KS4                                                                          | Application form / interview |
| <b>Experience/Education/ Training</b>    | Good basic education (5 A* - C or equivalent at GCSE, including English and Maths)                                        | Application form/interview   |
|                                          | Good ICT skills, displaying a high standard of literacy                                                                   | Application form/interview   |
|                                          | Experience or ability to carry out administrative tasks, including the ability to present work clearly and professionally | Application form/interview   |
|                                          | Demonstrate knowledge of the principals involved in giving advice and guidance to young people                            | Application form/interview   |
|                                          | Confident use of tracking and recording systems with the ability to develop or modify them to fit purpose                 | Application form/interview   |
| <b>Other Requirements</b>                | Attention to detail                                                                                                       | Application form/interview   |
|                                          | Ability to work with or without direct supervision                                                                        | Application form/interview   |
|                                          | Experience of interacting effectively with a broad range of people and young people                                       | Application form/interview   |
|                                          | A commitment to training and development, shown throughout career                                                         | Application form/interview   |

|  |                                                                                                           |                            |
|--|-----------------------------------------------------------------------------------------------------------|----------------------------|
|  | Ability to motivate children / young people by establishing empathic and supportive working relationships | Application form/interview |
|  | Ability to work as part of a team to reach agreed targets and outcome for children / young people         | Application form/interview |
|  | Ability to use social media <b>in a professional context</b>                                              | Application form/interview |
|  | Commitment to student welfare and progress                                                                | Application form/interview |