



St Ann's RC Primary School

Pastoral Support Person Specification

	Essential	Desirable
Qualifications		
GCSE Grade C (or equivalent) or above in English and Maths	✓	
Level 3 DSL (and further updates as required)		✓
Experience		
Working with or caring for children of relevant age	✓	
Experience of working with children or young people in a safeguarding or pastoral role	✓	
Experience of working with children or young people in an educational, youth work, or care setting	✓	
Experience of working with external agencies (e.g. social care, Early Help, CAMHS)	✓	
Experience of attendance, behaviour, or pastoral support work	✓	
Experience of using safeguarding recording systems such as CPOMS		✓
Experience of supporting pupils with additional needs, mental health or medical needs	✓	
Experience of working with external agencies and making referrals		✓

Knowledge		
Knowledge of barriers to learning such as attendance, behaviour, and wellbeing needs	✓	
Strong knowledge of safeguarding and child protection legislation and guidance (e.g. Keeping Children Safe in Education)	✓	
Awareness of contextual safeguarding, early help, and multi-agency working	✓	
Understanding of the challenges faced by vulnerable pupils and families	✓	
Strong knowledge of support agencies for pupils and families		✓

Skills and Attributes		
Commitment to support the Catholic ethos of the school	✓	
Calm, objective and resilient	✓	
Strong interpersonal and communication skills	✓	
Can work independently and as part of a team	✓	
Approachable and supportive	✓	
Can build and maintain strong relationships with pupils, staff and parents	✓	
Highly organised yet flexible to the demands of the day	✓	
Can prioritise work and complete tasks to deadlines	✓	
Manage sensitive information in a confidential and professional manner	✓	
Committed to own professional development	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Commitment to equality, diversity and inclusion	✓	