



## Person Specification – Progress and Behaviour Lead

Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good GCSE standard of education, including English and Maths (Grade C/5 or above)</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Degree</li> <li>A-Level or Level 3 Qualifications</li> <li>Evidence of further professional studies</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school or with young people, ideally of secondary age, with a range of needs</li> <li>Training in strategies to support students, including safeguarding and mental health</li> <li>Willingness to undertake appointed person certificate in First Aid</li> <li>Effective use of ICT and other specialist resources</li> <li>Knowledge of child protection and safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>Experience of liaising with parents and external agencies</li> <li>Knowledge of relevant policies and legislation</li> <li>Experience of working in a role supporting the learning and development of students</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application</li> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Clear expectations on pupil behaviour and discipline</li> <li>• Administrative and organisational skills, with a high level of attention to detail</li> <li>• Excellent written and oral communication skills</li> <li>• A high level of ICT skills</li> <li>• Excellent time keeping skills and an ability to work to deadlines</li> <li>• Understanding of Keeping Children Safe in Education and associated policies and processes</li> <li>• Understanding of inclusion, especially within a school setting</li> <li>• Experience of resource preparation to support mentoring programmes</li> <li>• Understanding and commitment to safeguarding practices and procedures</li> <li>• Effective behaviour management skills</li> <li>• Ability to disseminate information in a range of different media</li> <li>• Good practical skills</li> <li>• Ability to work flexibly and meet deadlines</li> <li>• Ability to exploit opportunities for success and remove barriers to learning</li> <li>• Ability to work constructively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• A willingness to undertake professional development and learn new skills to support the role</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> <li>• Application form/letter</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work co-operatively with a wide range of staff and as part of a team</li> <li>• Ability to relate positively to students, and show a fundamental commitment to them and their development</li> <li>• Ability to work in partnership with Governors, parents and the community</li> <li>• Commitment to achieving the highest standards</li> <li>• Enthusiasm and resilience</li> <li>• Sense of humour</li> <li>• Commitment to continuing to develop professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Positive attitude to continuous improvement</li> <li>• Leading by example</li> <li>• Flexibility and the willingness to learn</li> <li>• A willingness to be involved in the wider life of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/letter</li> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Willingness to contribute to the school's programme of extra-curricular activities</li> <li>• Willingness to support and contribute to school's Catholic ethos</li> <li>• Commitment, enthusiasm and integrity</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Ability to prioritise time effectively and plan ahead</li> <li>• To be fully sympathetic with the aims of a Catholic school. Bellerive FCJ provides a holistic education, which is firmly rooted in the teachings of the Catholic Church and the values and vision of an FCJ education</li> </ul>		
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