

Reflection and Responsibility Centre Officer Person Specification

		Essential	Desirable
In support of the School's vision and values			
1.	Ability to forgive and forget and to start each day afresh.	✓	
2.	Be able to demonstrate consistent behaviours that reflect the school values, and be committed to supporting the school's vision.	✓	
Qualifications			
3.	Attainment at Level 3 or above (A-level/HND/NVQ3) and/or experience working in a similar post		✓
4.	GCSE – 'C' minimum (or equivalent) in English and maths.	✓	
Experience			
5.	Prior experience of working with young people in a formal or voluntary capacity.	✓	
6.	Prior experience of working with young people with challenging, emotional or behavioral difficulties	✓	
7.	Prior experience of working in a similar role		✓
8.	Prior experience in delivering group and 1:1 support or interventions to young people	✓	
9.	Prior experience of involvement with external agencies, such as children's social care, early help, health etc		✓
10.	Prioritising and managing own workload and good organisational and administrative skills	✓	
11.	Evaluating, assessing and formulating improvements to current working practices.	✓	
12.	Understanding and experience of using IT applications e.g. word processing, spreadsheets, databases and emails.	✓	
13.	Experience in use of school based IT systems such as sims, provision mapping and MyConcern etc		✓
Qualities & Skills			
14.	Ability to establish, maintain and share clear systems for	✓	

	keeping records and generating data to inform planning.		
15.	Communication skills to influence, persuade, motivate and engage with a wide range of children and young people.	✓	
16.	Ability to work with confidential information where discretion is paramount and an understanding of data protection.	✓	
17.	The ability to mentor students and demonstrate empathy	✓	
Interpersonal Skills			
18.	Physical and emotional resilience and reliability under pressure.	✓	
19.	Warmth, confidence and empathy informed by a clear sense of purpose in working with students.	✓	
20.	The ability to model the behaviour, values and attitudes we expect of students and the ability to do so with integrity.	✓	
21.	Knowledge and understanding of safeguarding.	✓	
Commitment			
22.	Be flexible, adaptable, approachable and proactive.	✓	
23.	Commitment to equal opportunities.	✓	
24.	Ability to be flexible regarding hours at times of pressure.	✓	
25.	Able to attend training sessions as required.	✓	