



**Bramfield House
School**

Last Updated: November 2015

Person Specification: Pupil Support Worker

Salary: BHS Care Point 15 – 17

Area	Requirement	Essential	Desirable
Qualifications and Experience	Level 3 Diploma for Residential Childcare Good level of literacy and numeracy skills.	Enrolled for Level 3 Diploma for Residential Childcare within 3 months of commencement of employment.	Previous experience in working with children with emotional and behavioural difficulties.
Reliability	Effective time-management.	Proven track record of commencing work on time. Flexible approach to responding to unforeseen circumstances. History of working anti-social hours on a regular basis.	Willingness to see problems through.
Pupil Relationships	Experience and ability to establish effective working relationships with pupils.	Proven effective behavioural management skills. Empathetic approach to helping pupils with problems. A proven track record of establishing and maintaining positive relations with challenging young people. Proven ability to rebuild relationships and trust once it has broken down. Approachable, reliable communicator and listener.	
Record Keeping	Proven ability to keep accurate records and logs.	Demonstrate current or recent experience in this area.	Confident and able to use word processors and spreadsheets. Good literacy skills.
Work under Pressure	Proven ability to work under pressure and stay calm in problematic times. Previous experience of effectively working with emotional and challenging pupils.	Evidence of using initiative to resolve problems while working under pressure. Ability to make sound decisions under pressure.	
External Agencies	Experience of working with external agencies for the benefit of the school and it's pupils.	Proven experience of interacting with parents/carers and outside agencies in a professional and courteous manner.	Previous experience of working with collaboratively with other agencies.
ICT	Ability to confidently use basic ICT equipment.	Current or recent experience in this area.	Experience of helping young people on ICT equipment.
Team Work	Experience of successful collaborative working within a multi-disciplinary team.	Proven experience in this area. To attend and positively contribute to staff meetings.	
Mobility	Fitness to work. Have held a full UK license for over 2 years.	Be physically and mentally fit to undertake the duties outlined in the job description. Commitment to driving and transporting pupils in school vehicles.	Previous experience of driving mini-buses.

Duties and Accountabilities

The Pupil Support Worker will:

- Adhere to the policies and procedures that guide practice and fulfil the Statement of Purpose of Bramfield House School.
- Work collaboratively with all colleagues across the school, to ensure individual pupil needs are met.
- Follow Safeguarding policy.
- Encourage all pupils to interact and work co-operatively with others and promote social and emotional development.
- Adhere to guidance outlined in the Employment Handbook.
- Work proactively and positively with pupils and staff.
- Perform any other duties that are commensurate to the post that may reasonably be assigned by the SLT.