

# Recruitment person specification

**Post being recruited for: Pupil Support Officer**

## Our Behaviours

### These apply to all posts

#### Respect

**We're inclusive; we promote equality; we treat people with fairness, understanding and kindness; and we consider others in all our decisions and actions.**

#### Integrity

**We're open and honest; we take responsibility; we build trust; and we pull together to do what's right of our residents, colleagues and city.**

#### Flexibility

**We're open-minded; we keep it simple; we adapt to provide great service and find better ways of doing things; and we embrace opportunities for shared working and learning.**

### Managers

1. Specify what the essential requirements are for your vacancy in the Job Specific Requirements section of the recruitment person specification. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

# Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
<b>Experience</b>	<p>Experience of planning for and supporting children or young people with a range of intensive and complex additional support needs including neurodiversity, attachment, medical and/or trauma.</p> <p>Working in a multi-agency Team Around the Child context and applying GIRFEC planning processes including contributing to child planning meetings and reporting.</p> <p>Experience of carrying out home visits individually and jointly with other services.</p> <p>Working with parents, carers and families to support and plan</p>	<p>Some experience of leading staff development/training.</p>
<b>Knowledge, skills and understanding</b>	<p>Applying specialist skills in subject area noted in the purpose of the role to facilitate pupils access to learning</p> <p>The successful Candidate will demonstrate evidence of the following experience, knowledge and skills and understanding. Evidence will be sought for selection purposes:</p> <ul style="list-style-type: none"> <li>• working as part of a team contribute to positive outcomes and build on the strengths of children and families.</li> <li>• Support strengths based, solution focused individual planning and review.</li> <li>• Ability to organise, prioritise and plan timetable in liaison with wider team / supervisor.</li> </ul>	<p>Delivery of evidence based small group and individual approaches that promote wellbeing, relationships and resilience.</p> <p>Support and contribute to planning and delivery of establishment /individual plans for example, behavior, family engagement, risk management and child or young people's plans with the involvement of all key parties including parents/carers and school partners.</p>

<b>Qualifications and training</b>	NatC6/SVQ level 3 or equivalent in relevant subjects e.g. child development, psychology, social care, education or community /youth work, support for learning;	Professional learning to NatC6/SVQ3 in the specialist subject area noted in the purpose of the role.
<b>Job specific requirements</b>	<p>Experience of working cooperatively and effectively with a range of contacts, partners and networks.</p> <p>Building key supportive relationships with children and families</p>	N/A