

EMPLOYEE SPECIFICATION

Job Title:	Pupil Support Officer	Grade: Scale 6 – Point 16-20
Department:	Woodbridge Park Education Service	
Division/Section:	Children and Adult Services	

No	Criteria/Competencies	To be Tested at: (please tick)		
		Form	Test	Interview

	Skills/Abilities/Knowledge				
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1	Excellent inter-personal skills		✓		✓
2	The ability to make positive relationships with children and their teachers		✓	✓	✓
3	Excellent organisational skills		✓	✓	✓
4	The ability to communicate effectively verbally and in written form		✓		✓
5	Excellent ICT skills		✓		
6	Relevant courses for Teaching Assistants and on issues of support of SEN students (e.g. social skills)		✓		✓
7	Maths and English GCSEs or equivalent		✓		✓

	Experience				
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1	Previous work with children in a supportive way		✓		✓
2	Work with primary school students		✓		✓

	Disposition				
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1	Flexibility and resilience		✓		✓
2	Practical approaches to problem solving		✓		✓
3	Confidence and enthusiasm		✓		✓
4	Ability to stay calm in potentially challenging situations		✓		✓
5	Ability to work in a team and also on own initiative and to manage own time		✓		✓

- 6** An essential requirement of this post is being willing, fit and able to be Team Teach trained and then to use this training as part of your day to day role, as and when required.
- 7** Possess Certificates in First Aid, Critical Bleeding, Food Health & Hygiene, Fire Marshal, and Evacuation Chair Safety or be willing to undertake training immediately following appointment.

	✓		✓
	✓		✓

Commitments

1. Commitment to equality of opportunity
2. Commitment to achieving high standards
3. Commitment to all aspects of inclusive education
4. Commitment to encouraging participation of stakeholders, Parents/Carers and the wider community in the life of the Service

	✓		✓
	✓		✓
	✓		✓
	✓		✓

Other Factors :-

- Essential – A full current driving licence and access to a motor vehicle

Nov 2025



**London Borough
of Hounslow**

