

## Assistant Director of Pastoral and Academic Progress: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS / PROFESSIONAL MEMBERSHIP</b>		
<ul style="list-style-type: none"> <li>Minimum of 5 GCSE's at Grade C or above (or equivalent) including English and Maths</li> </ul>	E	AF
<ul style="list-style-type: none"> <li>Relevant training courses developing own knowledge, skills and practice about how to best support vulnerable young people</li> </ul>	D	AF
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Experience of working in an educational setting/mentoring young people.</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>Ability to recognise safeguarding concerns.</li> </ul>	E	AF/SP
<ul style="list-style-type: none"> <li>Experience of following procedures and instructions.</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>The ability to establish and develop successful working relationships with pupils.</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>Experience of dealing with challenging behaviour and difficult situations in a calm and professional manner</li> </ul>	E	SP
<b>KNOWLEDGE AND SKILLS</b>		
<ul style="list-style-type: none"> <li>Good working knowledge and understanding of ICT</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>Ability to use word-processing, spreadsheet and database software</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>Ability to prioritise with effective decision-making skills</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>Ability to maintain resilience, demonstrate understanding and ensure solution-focused thinking</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> </ul>	E	SP

<b>PERSONAL QUALITIES</b>		
▪ Ability to work as part of a team and on own initiative	E	SP
▪ Self-motivated, with the ability to multi-task	E	SP
▪ Reflective, resilient, responsive and reliable	E	SP
▪ Organised, with effective planning skills	E	SP
▪ The ability to manage workload, prioritising in an effective manner.	E	SP
▪ A commitment to your own, and other's continuous professional development.	E	AF
▪ Personal commitment to the College's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding and Equality & Diversity policies.	E	AF

