Person specification form

Job Title: Head of Pastoral Care

Seniority Level:Senior Leadership Team

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| **Area** | | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications and Training** | |  | | |
| 1. QTS or equivalent | | x |  | Doc/app |
| 1. National Award for SEN Co-ordination or willingness to complete in next 12 months | | x |  | Doc/app |
| 1. Designated Child Protection Lead training | | x |  | Doc/app |
| **Experience, Knowledge and Abilities** | |  | | |
| 1. Has taught at least two different Key Stages | | x |  | App |
| 1. At least 6 years of experience of working with pupils with SEND and pupils with emotional and behavioural difficulties. | | x |  | App |
| 1. Experience of leading on work experience, Duke of Edinburgh and pupil transitions. | |  | x | App/interview |
| 1. Ability to prioritise, plan and organise self and others | | x |  | App/interview/ Psychometric test |
| 1. Experience and success in strategic planning and implementation | | x |  | App/interview/Psychometric test |
| 1. Significant experience in a leadership role within an educational setting. | | x |  | Application/interview/Psychometric test |
| 1. Experience of mentoring and line management of others | | x |  | App/interview/Psychometric test |
| 1. Demonstrated ability to engage with and report to stakeholders including parents, school governors/trustees and local authorities. | |  | x | App/interview/Psychometric test |
| 1. Experience of being part of a safeguarding team | | x |  | App/interview |
| 1. Understanding and experience in keeping up to date with legislation and guidance on safeguarding, child protection and education. Experience in developing and updating school policies. | | x |  | App/interview |
| **Professional skills** | |  | | |
| 1. Being an effective team player that works collaboratively and effectively with others | | x |  | App/task/interview/Psychometric test |
| 1. Sound knowledge of the SEND Code of practice and its application | | x |  | App/interview/task |
| 1. Communicating effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). | | x |  | App/interview/task/Psy |
| 1. Proficiency in tracking, analysing and reporting. | | x |  | App/interview, task |
| **Personal and other attributes** | |  | | |
| 1. Resilient and flexible, with the ability to adapt to the dynamic needs of the school and its community and whilst preserving your well-being | | x |  | Application, task, interview, references |
| 1. High level of empathy and understanding, with the ability to support pupils, families and staff through challenges. | | x |  | Interview, psychometric test |
| 1. Demonstrable leadership qualities (e.g. confidence, resilience, self-reflective) | | x |  | Interview, task, psychometric test references |
| 1. A commitment to development and contributing to the wider school community. | | x |  | Interview, references |
| 1. Ability to think strategically and develop innovative pastoral care strategies that align with the school’s objectives. | | x |  | Interview/psy |
| 1. A commitment to the Forest Bridge School vision including an understanding of how you would support the vision in your role (including but not limited to ABA, multi-disciplinary teams and evidence based practices) | | x |  | Interview, references |
| 1. A strong sense of professionalism, commitment to upholding standards and setting an appropriate example | | x |  | Application, interview, |
| **Key:**  **App = Application form**  **Test/Task= Test/Task**  **Int = Interview**  **Psychometric tests** | **Pres = Presentation**  **Med = Medical questionnaire**  **Doc = Documentary evidence (e.g. certificates)** | | | |

Last updated: January 2024