

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Person Specification

Post: Pastoral Lead – Band H (SCP 24-27)

Service: Sitwell Infant School

Personal Skills Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria
1. Qualifications and Training				
a) HLTA Status	✓		AF/CQ	✓
b) Current First Aid training		✓	AF/CQ	
c) Commitment to attend appropriate training and development	✓		AF/I	✓
2. Knowledge & Experience				
a) Work with children and/or other work within an educational setting or experience of working with children	✓		AF/I/R	✓
b) Ability to solve problems and to show initiative in a range of situations	✓		AF/I/R	✓
c) Ability to work confidently with children, parents/carers and staff	✓		AF/I/R	✓
d) Good interpersonal skills	✓		AF/I	
e) Excellent verbal and written communication skills	✓		AF/I	
f) Understanding and use of school MIS to monitor attendance of vulnerable children		✓	AF/I	✓
g) Practical knowledge of Arbor with good ICT skills		✓	AF/I	
3. Personal Qualities				
(a) Ability to make simple decisions in line with agreed procedures/policies	✓		AF/I	✓
(b) Conscientious, honest and reliable	✓		I/R	
(c) Patience & persistence	✓		AF/I	✓
(d) Tactful, respectful and sensitive to the needs of others	✓		AF/I	
(e) High level of interpersonal skills with the ability to maintain a positive and flexible outlook and a sense of humour	✓		I	
(f) An enthusiasm for working with young people and helping them to succeed	✓		I	
(g) Good time management	✓		I/R	
(h) Friendly and approachable	✓		I	
(i) Team player	✓		I/R	
4. Special Skills & Knowledge				
a) Work with and support multiagency colleagues on a regular basis		✓	AF/I	
b) Understand and work within the remit of all safeguarding procedures and policies	✓		AF/I	✓
c) To adhere to the importance of professional confidentiality	✓		AF/I/R	✓
d) To adhere to the school's ethos and practices	✓		AF/I/R	✓

5. Physical Requirements				
(a) No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments)	✓		I/R	
(b) Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		I/R	

Key: AF – Application Form, I – Interview, CQ – Certificate of Qualification, R – References

This specification has been prepared in accordance with the requirements of the Council’s Equal Opportunities in Employment Policy.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential short listing criteria will be guaranteed an interview.

Specification completed by Kirstey Peart

Designation Headteacher

Date 17th November 2024