

Person Specification

Pastoral Lead

Criteria	Essential	Desirable
Qualifications		
GCSE or equivalent level, including at least a Grade C in English and maths	X	
level 3 qualification in childcare, social work, or other relevant field	X	
Full driving licence and access to own transport	X	
Continued self-study in relevant areas, including MAST, Early Help, Domestic Violence, etc.		X
Experience		
Experience working in a school environment or other educational setting	X	
Knowledge of KCSIE and statutory safeguarding responsibilities	X	
Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health)	X	
Experience supporting and working with parents of young people with additional needs	X	
Experience working with colleagues and external stakeholders (e.g. from external agencies)	X	
Current or previous family support worker experience		X
Experience of multi-agency working		X
Experience of delivering individual and group based support and training including facilitation		X

Knowledge and Skills		
Commitment to safeguarding and promoting the welfare of children and families	X	
Good interpersonal skills and the ability to engage constructively with a range of people	X	
Knowledge of the barriers to learning that pupils may face	X	
Effective written and verbal communication skills	X	
Tailoring plans and interventions to individual pupils	X	
Able to use IT systems and to conduct analysis and produce reports	X	
Able to create good relationships with children, staff, parents and external agencies	X	
Knowledge of available support services in the local area	X	
Safeguarding of children and young people	X	
An understanding of social and emotional factors that could affect a child	X	
Knowledge of available support services		X
Knowledge of referral procedures		X
Ability to produce quality reports	X	
Good time management skills and ability to organise own caseload	X	
Communicates effectively in writing, using existing documents, formats and styles.	X	
Ability to make decisions within own area of responsibility.	X	
Calm and measured approach to dealing with conflict	X	
Recognition of appropriate personal and professional boundaries	X	
Strong negotiation and mediation skills	X	

Personal Qualities		
Patient and calm	X	
Professional at all times	X	
Wants to provide the best possible opportunities for all pupils	X	
Organised, good time management, proactive and self-motivated	X	
Upholds and promotes the ethos and values of the school	X	
Able to work under pressure and prioritise effectively	X	
Maintains confidentiality at all times	X	