

Todmorden C of E School

Personnel Specification: **Pastoral Lead**

Attributes	Essential	Desirable	How Identified
KNOWLEDGE AND SKILLS (including any relevant or required qualifications)	<ul style="list-style-type: none"> • Clear thinking and communication skills both orally and in writing at all levels • NVQ Level 3 or above (or equivalent) in a relevant qualification such as education, youth work or social care • GCSE C or above in English / Maths • Ability to manage a high workload and keep detailed case records • Understanding of child protection and safeguarding children • Knowledge of the Children Act 1989 and other relevant legislation • Motivation and willingness to undertake new ways of working • Sound understanding and knowledge of Child and Family Single Assessment • Ability to act as an advocate for young people • An excellent understanding of desired outcomes for children • A sound knowledge of the welfare and development of children 	<ul style="list-style-type: none"> • Creativity in seeking ways to help individuals and groups • Experience of working with schools and primary aged children • Designated Safeguarding Lead training • Experience of working on an online safeguarding system (CPOMS) • Experience of working with parents / families on parenting strategies 	Application Form Interview References Certificates
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children who have experienced abuse • Good knowledge of Local Authority Services • Experience of developing preventative or therapeutic work with families • Experience of working with SEND children 	<ul style="list-style-type: none"> • Experience of developing nurture groups • Experience of court work • Experience of counselling children 	Application Form Interview References
INITIATIVE	<ul style="list-style-type: none"> • Ability to work with colleagues in various teams • Ability to organise and plan work and cope with pressure • Ability to prioritise when unforeseen events take place • Commitment to promoting equal opportunities and anti-discriminatory and anti-oppressive practice and work within the framework of diversity 	<ul style="list-style-type: none"> • Experience of delivering training to other members of staff 	Application Form Interview References
DISPOSITION ADJUSTMENT AND ATTITUDES	<ul style="list-style-type: none"> • To be friendly, approachable, non-judgmental and engage constructively with pupils and families/carers with different social backgrounds • To have a caring attitude which reflects the desire to help children achieve their potential • To show initiative and resilience 		
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willingness to undertake continuing professional development (CPD) • Must be prepared to work flexible hours when this proves necessary, including 1 day within the school holidays 	<ul style="list-style-type: none"> • Evidence of personal growth and development 	Application Form Interview