The Market Weighton School
PERSON SPECIFICATION

POST: Pastoral Leader / Head of Year

	JOB REQUIREMENTS	Essential	Desirable	* How assessed
Qualifications & experience	5 GCSEs at A*-C or 5-9 or equivalent including English & maths	.		A & I
	Mental Health first aid certificate and First Aid Certificate		.	A & I
	Previous relevant professional experience/qualification in pastoral care	.		A & I
	Demonstrate a good working knowledge of computer software packages including school MIS software, CPOMs, Microsoft Word, Excel & Outlook		.	A, T & I
	Previous experience of working in a school setting		.	A, I
	Knowledge and awareness of social issues relating to young people		.	I
	Knowledge of external agencies and support networks related to child protection issues	.		A
	Knowledge of Government statutory guidance and Local Authority policies and procedures	.		A&I
Personal & interpersonal	Willingness to undertake training as required	.		A & I
	Ability to work to deadlines & a willingness to respond positively to all aspects of work	.		A & I
	Effective team worker, able to work cooperatively with staff & students & be prepared to undertake tasks as directed	.		A R & I

	Ability to be an effective timekeeper & able to manage & organise own workload	▪		A R & I
	Good oral & written communication skills	▪		A R & I
	Ability to use initiative – problem solving	▪		A R & I
	Demonstrable attention to detail	▪		A & T
	Helpful & positive attitude within a busy working environment	▪		I
	Ensure image is respectable & professional at all times	▪		I
	Excellent telephone manner	▪		A & R
	Ability to maintain a calm approach & work effectively under pressure	▪		A R & I
	Flexible to working patterns	▪		A R & I
	Ability to lead and manage diverse teams of people effectively	▪		I
Staff Development	A commitment to the responsibility of safeguarding & promoting the welfare of young people	▪		I
	Enhanced DBS disclosure *(to be completed by preferred candidate following interview)*	▪		I
Child Protection	Willingness to undertake Child Protection & Recognition of Abuse training when required	▪		I

* A = By Application, R = By References, I = Assessed at Interview, T = Skills Test