

## PERSON SPECIFICATION – PASTORAL LEADER

Organisational fit	<ul style="list-style-type: none"> <li>• Working towards the Academy aims and objectives</li> <li>• Working towards the Trust aims and objectives</li> </ul>
Qualifications/Training	<ul style="list-style-type: none"> <li>• English &amp; Maths GCSE (Grade C or 4 or above)</li> <li>• relevant training in specialist areas (Mentoring) and strong evidence of continued professional development</li> <li>• ICT Literate</li> <li>• First aid trained or willing to undertake</li> <li>• Medication Training or willing to undertake</li> <li>• Prevent Training and British Values agenda or willing to undertake</li> <li>• Safeguarding Training or willing to undertake</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working with or caring for children (of secondary school age) within previous and/or current post</li> <li>• Planning &amp; Preparation of work that is suitable for the learner</li> <li>• Advising teaching and pastoral staff on social and emotional needs of particular learners.</li> <li>• Building of positive relationships through parental liaison and other agencies</li> <li>• Intervention – experience of implementing an agreed strategy for learners to improve their attitude and engagement.</li> <li>• Writing of Student Support Plans with the purpose of removing barriers to learning</li> <li>• Using ICT to support learners to achieve</li> <li>• Collaborating with all stakeholders, parents, family, carers, staff, other students, agencies</li> <li>• Supporting staff in their pastoral capacity to guide and help others make decisions</li> <li>• Effectively working in a multi-agency setting and working with colleagues across academy and trust and within other organisations.</li> <li>• Effectively dealing with the needs of vulnerable and at-risk learners</li> </ul>

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Knowledge	<ul style="list-style-type: none"> <li>• Understanding of children's emotional and social needs</li> <li>• Understanding the Academy curriculum and other learning programmes and learning strategies</li> <li>• Policy and Regulatory knowledge for Safeguarding and pastoral areas and experience of implementing those policies</li> <li>• Educational databases (SIMS) and safeguarding systems (CPOMS)</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Excellent Communicator (orally and written)</li> <li>• Work independently</li> <li>• Collaborator</li> <li>• Influencer (with others and calming influence when required)</li> <li>• Reflector (ability to identify own learning opportunities)</li> <li>• Organised and ability to Plan, Prepare &amp; Prioritise</li> <li>• Passionate about the role of Pastoral Leader</li> <li>• Empathetic</li> <li>• Reliable and punctual</li> <li>• Resilient</li> <li>• Experience of monitoring attendance for Groups/individuals – assessing that attendance and taking action as appropriate.</li> <li>• Co-ordinating home/school visits with parents/carers/multi agency</li> </ul>