

## Person Specification – BMS Pastoral Manager

Category	Essential	Desirable	Method of Assessment
<b>Physical</b>	<ul style="list-style-type: none"> <li>Smart business-like appearance</li> </ul>		Application Form
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Literacy skills (GCSE or equivalent in English required)</li> <li>Numeracy skills (GCSE or equivalent in Maths required)</li> <li>Knowledge of ICT (Post requires effective use of ICT software such as SIMS/Excel)</li> </ul>	<ul style="list-style-type: none"> <li>Coaching/training qualification</li> <li>Educated to graduate level</li> </ul>	Application Form and Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of record keeping</li> <li>Demonstrable experience of building positive relationships with young people.</li> <li>Experience of a fast-paced, pre-dominantly operational job role.</li> </ul>	<ul style="list-style-type: none"> <li>Previous management responsibility</li> <li>Experience working with challenging young people.</li> <li>Experience of effectively liaising with a range of departments/agencies</li> <li>Knowledge of behaviour management strategies</li> <li>A form of prior work with young people, whether mentoring/coaching/teaching capacity</li> </ul>	Application Form and Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Application Form and Interview.
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Ability to attend evening meetings.</li> <li>Ability to work flexibly to support students on alternative timetables – BMS service are active between 8 AM – 6 PM.</li> <li>Ability to work during some school holiday periods.</li> <li>Ability to attend Academy open and parents' evenings.</li> <li>Ability to attend all Academy special events</li> <li>Ability to work Saturday mornings as required.</li> </ul>	<ul style="list-style-type: none"> <li>A desire for a career within Pastoral support.</li> </ul>	Application Form and Interview
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Ability to add value to a highly motivated, capable, efficient team.</li> </ul>	<ul style="list-style-type: none"> <li>A sense of humour.</li> <li>Ambition.</li> </ul>	Application Form and Interview

	<ul style="list-style-type: none"> <li>• To be an excellent team player.</li> <li>• Ability to support, influence and motivate students.</li> <li>• Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds</li> <li>• Ability to remain calm under pressure and manage conflicting demands.</li> <li>• Ability to manage and prioritise a diverse and demanding workload.</li> <li>• Good organisational and time management skills.</li> <li>• Ability to work with an attention to detail and a commitment to the highest possible quality standards.</li> <li>• Ability to work with tact and diplomacy.</li> <li>• Personal resilience.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to reflect on impact/experiences.</li> <li>• Personal drive to do the best by staff and students.</li> </ul>	
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding children and young people.</li> <li>• Ability to add value to a highly motivated, capable, efficient team.</li> <li>• To be an excellent team player.</li> <li>• Ability to support, influence and motivate students.</li> <li>• Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds</li> <li>• Ability to remain calm under pressure and manage conflicting demands.</li> <li>• Ability to manage and prioritise a diverse and demanding workload.</li> <li>• Good organisational and time management skills.</li> <li>• Ability to work with an attention to detail and a commitment to the highest possible quality standards.</li> <li>• Ability to work with tact and diplomacy.</li> <li>• Personal resilience.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to lead on projects relating to data analysis, student performance and pastoral care.</li> </ul>	Application Form and Interview
<b>Legal Requirements</b>	<ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service Check confirming the appointee is not on the Children's Barred list.</li> <li>• In accordance with Keeping Children Safe in Education an online search will be carried out on all shortlisted applicants.</li> <li>• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

**Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**