

PERSON SPECIFICATION

Post title: Pastoral Manager

Grade: I (SCP 19-22)

	Essential	Desirable
Qualifications and/or training		Degree level qualification or equivalent
Experience	- Working with secondary aged children - Mentoring children or adults - Working in a confidential environment	- Working in a school environment supporting teachers and/or pupils - Working with professionals from a range of organisations - Working with MIS systems
Skills and Knowledge	- Good literacy and numeracy skills - Effective use of ICT - Excellent presentation skills - Mentoring skills - Able to form effective relationships with groups of students - Able to relate well to children and adults - Able to lead meetings - Able to resolve conflict - Good listening skills	Able to offer any extracurricular activity to students related to an area of personal interest
Personal Attributes	- Friendly & approachable - Flexibility - Reliable and trustworthy - Calm & diplomatic - Able to work as part of a team and support the aims and vision of an organisation - Able to motivate self and others - Excellent attendance and punctuality record	