

### Pastoral Manager: Person Specification

General – KS3, 4 and 5

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level.</li> <li>• Good GCSE in English and mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to level 3.</li> <li>• Educated to degree level.</li> <li>• Recent child protection training/ qualification.</li> <li>• Recent leadership training.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Vested interest in making sure all students make progress and achieve success.</li> <li>• Knowledge of strategies relating to intervention to support positive behaviour.</li> <li>• Ability to analyse performance data.</li> <li>• Understand the barriers to education that young people face.</li> <li>• Highly effective communication skills.</li> <li>• Confidence to talk to individuals and large groups of students.</li> <li>• Ability to prepare learning resources for PSHCE sessions.</li> <li>• Competent in using ICT.</li> <li>• Capacity to evaluate systems and processes and deliver improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Good degree of literacy to be able to support students and promote their literacy and oracy.</li> <li>• Minibus driver</li> <li>• Qualified first aider</li> <li>• Knowledge and application of Management Information Systems.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Organised and able to help students to organise themselves.</li> <li>• Patient and sensitive to the needs of others.</li> <li>• Kind, caring and compassionate.</li> <li>• Self-motivated and be able to work on own initiative.</li> <li>• Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.</li> </ul>	

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Experience of working with vulnerable children.</li> <li>• Experience of tracking and monitoring progress.</li> <li>• Successful experience of leading, motivating and monitoring others.</li> <li>• Experience of handling and acting upon data.</li> <li>• Experience of communicating with parents and other stakeholders.</li> <li>• Experience of talking in front of groups of people.</li> <li>• Successful experience of raising achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of holding others to account.</li> <li>• Experience of making referrals to social care and health care.</li> <li>• Experience of delivering assemblies/ presentations to groups of people.</li> <li>• Experience of arranging guest speakers.</li> <li>• Experience of working within a secondary school and/or sixth form college.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexible and work as part of a team to achieve a common goal.</li> <li>• Energy, self-confidence and the ability to 'give more' when the occasion demands it.</li> <li>• Ability to contribute to wider school life.</li> <li>• Ability to work under pressure and to meet deadlines.</li> <li>• Ability to maintain a sense of perspective in all working conditions.</li> <li>• Record of good attendance and punctuality.</li> <li>• Ability to maintain appropriate relationships and personal boundaries with students.</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in residential or educational visits.</li> </ul>