**PASTORAL MANAGER**

**Person Specification**

We are looking to appoint a Pastoral Manager to support families and staff in supporting young people achieve their potential

|  |  |  |
| --- | --- | --- |
| Person Specification | Essential | Desirable |
| EXPERIENCEOf working with young people in a secondary school setting across key stages 3-5Of working with individuals with social emotional and mental health needs in a mainstream /SEN setting.Of working with outside agencies including parents/carers Of following safeguarding and first procedures in a school settingExperience of planning and implementing pastoral/SEN interventions | **✓****✓****✓****✓** | **✓** |
| SPECIAL ABILITIESA competent level of literacy, numeracy and IT and ability to communicate effectively in writing and verballyThe willingness to learn and professionally developKnowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention workAbility to summarise clearly and concisely and to produce complex reportsAbility to record and produce minutes from meetings.Ability to maintain student records and write other short reports as requiredAbility to develop good, collaborative working relationships with pupils, parents, colleagues and outside agenciesTo be committed to providing a safe and secure service to the children of the school and to put duty of care for the children above all other considerations.Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils/students and familiesDemonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work. Experience of working effectively with the parents /carers of children / young peopleExperience of using restorative practices | **✓****✓****✓****✓****✓****✓****✓****✓****✓****✓****✓****✓** |  |
| OTHER JOB SPECIFIC REQUIREMENTSCommitment to the Equality, Diversity and Inclusion and acceptance of your responsibility for its practical application.Excellent attendance and timekeeping record.Ability to work as a member of a team.Ability and willingness to respond quickly to the changing needs of the children and school on a short and long term basis by being a flexible worker.Ability to work in line with school policies and meet school national standards.Ability to work on one’s own initiative, balance competing priorities and organise a work schedule | **✓****✓****✓****✓****✓****✓** |  |
| **EDUCATION AND TRAINING**Ability to demonstrate good literacy skills and write clearly and accurately in order that meaning is understood and conveyed.Ability to speak to and present to audiences of stakeholdersEvidence of further training or experience in a related field.Willingness to participate in Training, Professional Development Opportunities.Ability to participate in supervision / target settingEvidence of education/training to the minimum standard of graduate level.Post graduate qualifications in a relevant field | **✓****✓****✓****✓****✓** | **✓****✓** |
| **DISQUALIFYING FACTORS**Indication of sexist, racist, and anti-disability attitudes or any other attitudes inconsistent with either the Council’s Equal Opportunities Policy or the School’s Safeguarding Children Safe Recruitment Policy and Procedures. |  |  |