

Lincoln Christ's Hospital School

Educating in Lincoln since 1090



Support Staff Specification: Pastoral Manager

ESSENTIAL	DESIRABLE
To have GCSE or equivalent Maths and English	NVQ Level 2 and/or Level 3
Good general standard of education	Use of other equipment technology, e.g. photocopier, scanners
Excellent communication skills – written and verbal	To have had previous experience of supporting/working with teenagers/working in a school
Highly ICT literate	Sound knowledge of the causes and patterns of poor behaviour of children and strategies to address these
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Sound knowledge of one or more areas of special need (depending on setting) and Code of Practice for SEN
First Aid qualification (training provided if necessary)	
To be able to work on own initiative and work as part of a team	
Well organised	
Able to work under pressure and meet deadlines	