

Pastoral Support Leader

Trinity Academy

Pastoral Support Leader

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good GCSE English and Maths	<ul style="list-style-type: none">• A levels• Degree or Level 4 qualifications• Relevant further qualifications around pastoral care, child support
Experience	<ul style="list-style-type: none">• Experience of working with young people in challenging circumstances• Experience of maintaining and manipulating computerised and/or paper based data/information.• Experience of liaising with a range of stakeholders to find effective solutions	<ul style="list-style-type: none">• Current successful school experience with a responsibility for student welfare / raising achievement.• Experience of using a Management Information System preferably SIMS or Arbor.• Experience of safeguarding and pastoral roles in schools.
Leadership and Management Skills	<ul style="list-style-type: none">• Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are fulfilled.	<ul style="list-style-type: none">• The experience, where necessary, to give a clear lead on inclusion and managing learning and student achievement.

	<ul style="list-style-type: none"> ● Ability and willingness to work cooperatively as part of a team ● Respect for the professional expertise of others. ● Ability to be managed by others including the Head of Year, using constructive feedback to improve your performance. ● Ability to de escalate difficult situations 	<ul style="list-style-type: none"> ● Evidence of innovative and effective learning coordination. ● Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom.
<p>Personal attributes</p>	<ul style="list-style-type: none"> ● Enthusiastic, perceptive and fair. ● Record of excellent practice. ● A personal commitment to quality and excellence that will take the Academy forward. ● Unflappable ● Good sense of humour ● Ability to handle information securely and confidentially. ● An understanding of the needs and values of different communities, in particular the different cultures the Academy serves. ● Genuine care for all 	<ul style="list-style-type: none"> ● Record of developing and maintaining good relationships with students and wider school community. ● Knowledge and expertise in how people learn. ● A clear vision on the position of student welfare and inclusion in the Academy over the next 5 years. ● Ability to provide guidance, advice, instruction and support and challenge students and staff.

	students, especially the disadvantaged and vulnerable	
Communication Skills	<ul style="list-style-type: none">• High standard of written and verbal communication skills.• Be able to communicate with care and respect to students, staff, parents and carers	<ul style="list-style-type: none">• Experience of leading meetings.