

# Pastoral Support Leader

## Trinity Academy

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### Pastoral Support Leader

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

	<ul style="list-style-type: none"> <li>• Ability and willingness to work cooperatively as part of a team</li> <li>• Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom.</li> <li>• Respect for the professional expertise of others.</li> <li>• Ability to be managed by others including the Head of Year, using constructive feedback to improve your performance.</li> <li>• Ability to manage a small team of Learning Support Assistants</li> <li>• Ability to de escalate difficult situations</li> </ul>	
<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• Enthusiastic, perceptive and fair.</li> <li>• Record of excellent practice.</li> <li>• Ability to provide guidance, advice, instruction and support and challenge students and staff.</li> <li>• A personal commitment to quality and excellence that will take the Academy forward.</li> <li>• Unflappable</li> </ul>	<ul style="list-style-type: none"> <li>• Record of developing and maintaining good relationships with students and wider school community.</li> <li>• Knowledge and expertise in how people learn.</li> <li>• A clear vision on the position of student welfare and inclusion in the Academy over the next 5 years.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good sense of humour</li> <li>• Ability to file and retrieve information stored alphabetically, by theme or numerically, both in paper and electronic formats.</li> <li>• Ability to handle information securely and confidentially.</li> <li>• An understanding of the needs and values of different communities, in particular the different cultures the Academy serves.</li> <li>• Genuine care for all students, especially the disadvantaged and vulnerable</li> </ul>	
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• High standard of written and verbal communication skills.</li> <li>• Be able to communicate with care and respect to students, staff, parents and carers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading meetings.</li> </ul>