

## Person Specification

<b>Job title:</b>	Pastoral Support Leader		
<b>Reports to:</b>	Vice Principal for Behaviour/SLT	<b>Scale H:</b>	Points 24 - 27
<b>CRITERIA</b>		<b>EVIDENCE</b>	
<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS</b>		<b>(See Key)</b>	
<b>Essential</b>			
1.	GCSE English and Maths (A*-C) or equivalent	1, 2 & 3	
2.	Relevant professional qualifications or a willingness to work towards	1, 2, 3 & 4	
<b>Desirable</b>			
3.	Additional professional qualifications/training/experience related to this role	1, 3 & 4	
4.	Safeguarding qualification (full training will be given)	1,2,3 & 4	
<b>KNOWLEDGE</b>			
<b>Essential</b>			
1.	Working with young people, parents, carers and school staff	1, 3 & 4	
2.	Knowledge/experience of working with external agencies	1, 3 & 4	
3.	Liaising with outside agencies that can offer support to students.	1 & 3	
4.	Some understanding of Data Protection/GDPR	1, 3 & 4	
5.	Excellent customer service, organisational and communication skills	1, 3 & 4	
6.	Able to challenge in a constructive manner	1, 3 & 4	
7.	Knowledge of ICT systems including Microsoft Word, Excel and PowerPoint	1 & 3	
<b>EXPERIENCE</b>			
<b>Essential</b>			
8.	Able to empathise, and convey authority and gain students' respect, apply boundaries and motivate whilst de-escalating difficult situations.	1, 3 & 4	
9.	Ability to work on own or with others as part of a team	1, 3 & 4	
<b>Desirable</b>			
10.	Working with young people who have emotional or behavioural difficulties	1, 3 & 4	
11.	Previously worked in or with a school setting	1	
<b>KEY SKILLS</b>			
<b>Essential</b>			
12.	Excellent interpersonal skills and to be able to communicate effectively both orally and in writing, which enable good relationships to be built with young people and adults.	1, 3 & 4	
13.	Self-starter, with an ability to work independently and use own initiative to overcome obstacles whilst being able to provide positive outcomes	1, 3 & 4	
14.	Ability to work independently and represent the school in a professional and caring manner	1 & 3	
15.	A willingness to support and encourage young people who may have emotional and behavioural difficulties	1, 3 & 4	
16.	Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	3	
<b>OTHER FACTORS</b>			
<b>Essential</b>			
17.	Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices	1, 3 & 4	
18.	Personal and professional resilience	1 & 3	
19.	Flexibility in working hours according to the needs of the role/school	1 & 3	
20.	Ability to deal sensitively and appropriately with confidential, personal information	1, 3 & 4	
21.	Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4	
22.	Ability to work with a wide variety of people internal and external.	1 & 3	
23.	An awareness and sensitivity to students' needs.	1 & 3	

24. Able to prioritise own workload and the workload of others in order to meet deadlines	1
25. Ability to be proactive and use own initiative to be creative and think beyond the obvious solutions	1 & 3
26. Good understanding of confidentiality and integrity when handling student information	1, 3 & 4
27. Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward	1 & 3

**Person Specification prepared by:**

HR

**Designation:**

Budmouth Academy Weymouth

**Date:**

March 2022

**Evidence method for criteria**

1. Application Form 2. Sight of Certificates 3. Interview 4. References