**PERSON PROFILE**

**Pastoral Support Manager**

|  | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| 5 GCSEs including English & Mathematics at Grade C (or equivalent Level 2) / evidence a good standard of literacy / numeracy  | ✓ |  | AF / D |
| Hold a recognised relevant qualification (minimum level 3 or equivalent) |  | ✓ | AF / D |
| Evidence of a good standard of literacy/numeracy and a commitment to life-long learning | ✓ |  | AF / D / I |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | ✓ |  | AF / I / R |
| **Experience** |  |  |  |
| Have previous experience in supporting children’s learning | ✓ |  | AF / I / R |
| Have excellent inter-personal skills and be able to communicate effectively with students, parents and school staff | ✓ |  | AF / I / R |
| Recent relevant experience of an educationally inclusive environment |  | ✓ | AF / I |
| Experience in data analysis, using databases and other sources of information to present reports |  | ✓ | AF / I  |
| Experience of working in a supportive role to management |  | ✓ | AF / I / R |
| Experience of working in a school environment |  | ✓ | AF / I |
| Well organised, enthusiastic and able to work on own initiative when appropriate | ✓ |  | AF / I / R |
| An awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection | ✓ |  | AF / I / R |
| **Skills, Knowledge & Aptitudes** |  |  |  |
| Able to prioritise and organise work effectively, and to remain calm under pressure | ✓ |  | AF / I |
| Ability to express oneself effectively verbally and in writing to adults, children and young people | ✓ |  | AF / I |
| The ability to constructively resolve conflict | ✓ |  |  |
| The ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers | ✓ |  |  |
| Ability to engage constructively with, and relate to, a wide range of young people with different social and cultural backgrounds | ✓ |  |  |
| Knowledge of current educational initiatives |  | ✓ | AF / I |
| Ability to use ICT equipment and software applications | ✓ |  | AF / I |
| Commitment to the promotion of positive values, attitudes and behaviour  | ✓ |  | AF / I |
| Ability to work to tight deadlines and with own initiative | ✓ |  | AF / I |
| Personal Attributes |  |  |  |
| Committed to the principle that education should include all students and all abilities | ✓ |  | I |
| A genuine interest and empathy for young people | ✓ |  | AF / I |
| Good oral and written communication skills | ✓ |  | AF / I |
| Good interpersonal skills - able to deal effectively with a wide range of people at all levels | ✓ |  | AF / I / R |
| Discrete when dealing with sensitive and / or confidential matters | ✓ |  | AF / I / R |
| Flexible and able to adapt to changing priorities | ✓ |  | AF / I |
| Able to engage, interest and motivate young people | ✓ |  | I / R |
| A good team worker  | ✓ |  | AF / I / R |
| Listens to others’ points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement | ✓ |  | AF / I / R |
| **Other Requirements** |  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ✓ |  | AF / I / R |
| A good sense of humour and perspective | ✓ |  | I / R |
| Good sickness/attendance record in current/previous employment (not including absences resulting from disability) | ✓ |  | AF / R |
| No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments) | ✓ |  | AF / I / R |
| Licence to drive | ✓ |  | AF |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ✓ |  |  |

**AF – Application Form I – Interview R – References D – Documents**