



Person Specification Pastoral Welfare Manager

Method of Assessment will be through one or more of the following: Application Form, Selection Panel Task, Interview, and Certificate Check

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Maths and English GCSE Grade C and above or equivalent • NVQ level 3 for Teaching Assistants or equivalent qualification or experience 	<ul style="list-style-type: none"> • Experience of using the Early Help Approach • Experience of using Evolve for educational visits
Skills & Knowledge	<ul style="list-style-type: none"> • Have a sound understanding of the needs of vulnerable children and their families particularly those with complex social, emotional and mental health needs • Ability to plan, deliver and assess the impact of group and individual action plans and intervention programmes • An ability to be able to defuse situations which may lead to conflict and breakdown of communications for children and families • An ability to engage and motivate families who may be unwilling to link into services • An ability to remain calm in times of stress and raised anxieties • An excellent demonstration of partnership working • Excellent listening skills in order to ascertain the needs of children and their families • An ability to demonstrate impartiality and neutrality • Ability to solve varied problems • Excellent numeracy, literacy and ICT skills • An ability to write reports in support of children and families' needs • An ability to collect and analyse data for strategic monitoring • Have the ability to work to tight and often conflicting deadlines • Have excellent communication skills at all levels • Able to exercise discretion and confidentiality • An empathetic approach to children, families and colleagues at times of stress • Ability to facilitate effective working partnerships between all stakeholders • Work well as part of a team • Ability to supervise other staff. 	<ul style="list-style-type: none"> • An understanding of the Special Educational Needs Code of Practice • An understanding of the Disability Discrimination Act



General Characteristics	<ul style="list-style-type: none">• To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives• An ability to respect sensitive and confidential work• To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies• Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council• Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.	
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