**Person Specification**

**Pastoral Welfare Manager**

**Qualifications**

* Maths and English GCSE Grade C and above or equivalent
* NVQ level 3 for Teaching Assistants or equivalent qualification or experience

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

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

**Skills Required**

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| * 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. |

**Knowledge Required**

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| * An understanding of issues related to under-achievement and the barriers to learning that some pupils face, including attendance related barriers |
| * An understanding of relevant legislation, policies and codes of practice, E.g. Child Protection, data protection and freedom of information |
| * Knowledge of available support services and referral routes |
| * Knowledge of the Early Help Approach |
| * Knowledge and range of behavioural management techniques |
| * Understanding of classroom roles and responsibilities and your own position within these |
| * Knowledge of First Aid procedures |
| * Knowledge of Mental Health First Aid |
| * Child Protection Training for Designated Staff. |

**Experience Required**

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| * Experience of working with children of relevant primary age range |
| * Experience of working within an educational setting |
| * Experience in meeting the needs of vulnerable children or disadvantaged children |
| * Experience of working with colleagues in other teams and from other agencies. |

**Behavioural & other Characteristics required**

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| * Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council |
| * Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies |
| * 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 |
| * Commitment to own personal development and learning |

* Committed to continuous improvement
* Ability to understand and observe the School and Leeds City Council’s Equal Opportunities Policy
* To carry out all duties having regard to an employee’s responsibility under the School and Leeds City
* Council’s Health & Safety Policies
* Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

**DESIRABLE REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

**Skills Required**

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| * An understanding of the Special Educational Needs Code of Practice 2001 |
| * An understanding of The Disability Discrimination Act |
| * An understanding of the statutory assessment process. |

**Knowledge Required**

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| * Awareness of national/EYFS curriculum and other relevant learning programmes/strategies. |

**Experience Required**

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| * Experience of using the Early Help Approach |
| * Experience of using Evolve for educational visits. |