



**Person Specification**

**Post Title:** Pastoral Leader

**Salary:** SO2

**Line Manager:** Assistant Headteacher (Pastoral)

Essential and Desirable Qualities		Evidence Source						Essential <i>(All criteria must be met for shortlisting)</i>	Desirable <i>(The shortlisted candidate with the greatest number of these attributes will be offered the position)</i>	
		Application Form	Letter of Application	References	Interview	In Tray Exercise	Presentation			Meeting with Students
<b>Experience</b>	Understanding of educational issues – especially factors that affect young peoples’ behaviour and successful strategies to motivate and work with them	☐	✓						✓	
	Drawing upon personal experience, be able to explain how to motivate other adults to complete a task as a team		✓						✓	
	Experience of successfully managing an administrative task		✓							✓
	Experience of using a Student Information System (or similar) to identify, monitor and respond to the pastoral needs of others		✓							✓
	Experience of successful leadership and / or management of a public or professional event		✓							✓
	Experience of working with pastoral / social care/mental health/ medical support agencies in the support of others		✓						✓	

<b>Qualifications</b>	GCSE Grade A*-C in both English and Maths (or equivalent)	✓							✓	
	First Aid qualification (or willingness to train for such)	✓			✓					✓
<b>Skills</b>	Ability to use Word Processor software to produce a well organised, neatly presented letter, with correct spelling and grammar		✓						✓	
	Ability to present a clear, coherent, well organised summary of belief systems using PowerPoint (or similar software)						✓			✓
	Ability to respond to a series of time limited demands by prioritising proposed actions					✓			✓	
	Ability to adapt suitable leadership styles to different circumstances				✓					✓
	Ability to enthuse others on the benefits of a pastoral and competitive House system		✓						✓	
<b>Personal Qualities</b>	A set of beliefs on the most effective way of delivering pastoral care within an academic setting, in line with the school's mission statement						✓			✓
	Can sustain an image of high confidence and professionalism throughout a day of stressful situations				✓			✓		✓
	Communicates a clear enthusiasm for the post		✓		✓			✓	✓	

	Displays a caring, supportive, empathic and nurturing personality in a range of interpersonal interactions			✓	✓			✓	✓	
	A reflective person, able to identify the relevant personal qualities they have that would lend itself to the demands of the position			✓	✓					✓
	Displays a model of politeness and courteousness for students to emulate			✓	✓			✓	✓	
<b>Knowledge and Understanding</b>	Shows a clear knowledge and understanding of a range of factors that influence the behaviour of young people and of appropriate measures to support students and manage their behaviour				✓			✓	✓	
<b>Other</b>	Has not engaged in any criminal activity that may bring into question their ability to safeguard children or young people			✓					✓	

Senior Leadership Team  
Sept 2020