

Person Specification

PERSON SPECIFICATION – Sixth Form Pastoral and Academic Manager	Essential	Desirable
<i>Qualifications and Experience</i>		
Good standard of education, including English and Mathematics at GCSE grade C/4 or above (or equivalent).	X	
Experience of working with young people in an educational, mentoring, pastoral or support role.	X	
Experience of supporting students with pastoral, behavioural or academic needs.	X	
<i>Knowledge and Understanding</i>		
Understanding of the barriers that can affect young people's learning, attendance, behaviour and wellbeing.	X	
Understanding of the importance of positive relationships, high expectations and consistent support in helping students succeed.	X	
Knowledge of safeguarding responsibilities and professional boundaries when working with young people.	X	
Understanding of the demands and expectations of sixth form study and student development.	X	
Knowledge and understanding of the UCAS process	X	
Knowledge and understanding of apprenticeship pathways after sixth form studies	X	
<i>Skills and Abilities</i>		
Excellent interpersonal and communication skills.	X	
Ability to build strong, positive and professional relationships with young people.	X	
Ability to motivate, encourage and challenge students appropriately.	X	
Ability to work calmly, sensitively and effectively with students facing challenge or difficulty.	X	
Ability to work as part of a team and also use initiative independently.	X	
Strong organisational skills and ability to maintain accurate records.	X	
Ability to communicate effectively with parents/carers and colleagues.	X	
Good ICT skills.	X	
<i>Personal Qualities</i>		
Commitment to supporting young people to flourish and succeed.	X	
Warmth, empathy, patience and emotional intelligence.	X	
High expectations of students and a belief in their potential.	X	
Resilience, flexibility and professionalism.	X	

Commitment to inclusion, dignity and the wellbeing of every student.	X	
<i>OTHER</i>		
Experience of working specifically with post-16 students.		X
Experience of mentoring or coaching young people.		X
Knowledge of strategies to support attendance, behaviour and study skills.		X
Experience of working in a school or sixth form setting.		X
Relevant pastoral, mentoring, youth work or safeguarding training.		X