

## Person Specification – Welfare and Pastoral Manager

Category	Essential	Desirable	Method of Assessment
<b>Physical</b>	<ul style="list-style-type: none"> <li>Smart business-like appearance</li> </ul>		Application Form
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good general education including minimum GCSE Grade C or equivalent in English and Mathematics.</li> <li>Evidence of successful study Post 16.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Application Form and Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school environment working with students in a pastoral role.</li> <li>Experience of safeguarding and child protection procedures.</li> <li>Experience with attendance processes and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>To have worked for a minimum of 2 years with young people</li> <li>Experience of record keeping and managing a case load of work</li> <li>To have worked on cases managed at both Early Help level and Child Protection level</li> <li>Experience of working with external agencies</li> </ul>	Application Form and Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>Willing to participate fully in all relevant training, including training to support the postholder in their safeguarding responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Designated Safeguarding Lead</li> </ul>	Application Form and Interview.
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of safeguarding children and the boundaries between adults and children in a school setting.</li> <li>Competent in the use of IT packages.</li> <li>An understanding of the confines of confidential working e.g. Data Protection.</li> <li>Able to demonstrate an understanding of the skills required when working in partnership with other organisations.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	

<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work during some school holiday periods.</li> <li>• Able to attend all Academy open and parents' evenings.</li> <li>• Able to travel where necessary.</li> </ul>	•	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Reliable, organised able to work effectively and innovatively.</li> <li>• Flexible and open to change for continuous improvement.</li> <li>• Able to remain calm under pressure and manage conflicting demands.</li> <li>• To be an excellent team player who effectively contributes to raising attainment and achievement within the Academy.</li> <li>• Able to support, influence and motivate others.</li> </ul>	•	
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding children and young people.</li> <li>• ICT literate with a desire and ability to develop new skills.</li> <li>• Good level of numeracy.</li> <li>• Effective oral and written communication skills.</li> <li>• Ability to exchange varied information with a range of audiences.</li> <li>• Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide.</li> <li>• Good decision maker and negotiator.</li> </ul>	•	
<b>Legal Requirements</b>	<ul style="list-style-type: none"> <li>• Enhanced Criminal Records Bureau Check confirming the appointee is not on the Children's Barred list.</li> <li>• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.</li> </ul>	•	

**Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**