

PERSON SPECIFICATION: PASTORAL MANAGER

KEY CRITERIA	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications & Experience	<ul style="list-style-type: none"> education to degree level or equivalent relevant experience experience of leading or managing a team experience of successfully working with identified disaffected students, or groups of students have undertaken some safeguarding training experience of monitoring and recording progress of learners experience of forging community/voluntary/parent and partner agency links experience of working with young people with SEN or behavioural issues 	<ul style="list-style-type: none"> leadership of a community project/area of school development designated safeguarding training 	Application form Certificates Interview
Knowledge & Understanding	<ul style="list-style-type: none"> understanding of students welfare and pastoral needs. understanding of Safeguarding and Child Protection issues. innovative approaches to working with students, parents, the local community and multi-agency partners in relation to inclusion, behaviour and reward strategies strategies for ensuring equal opportunities for students, staff and other stakeholders. ability to lead meetings professionally 	<ul style="list-style-type: none"> knowledge of the needs of SEN students in academic surroundings 	Interview Application form Oral Presentation Occupational tests References
Skills & Abilities	<ul style="list-style-type: none"> ability to communicate effectively, negotiate and network through highly developed inter- personal written, verbal and presentation skills to a range of audiences, including SLT and governors proven leadership ability be able to consistently prioritise, plan and direct the workload of self and others, balancing long and short term priorities set high standards and provide a role model for students and 	<ul style="list-style-type: none"> willingness to develop own understanding and capability through advice and training think clearly in emergency situations 	Interview Application form Oral Presentation Occupational tests References

	staff <ul style="list-style-type: none"> • well developed analytical, planning and organisational skills • demonstrate initiative • identify and develop creative and imaginative solutions to solve problems • seek support and advice when necessary • deal with student's personal and other crises • demonstrable ability to evaluate work programmes and strategies • evidence of sound judgment skills 		
Personal Qualities	<ul style="list-style-type: none"> • enjoyment in working with young people and families. • an excellent record of attendance and punctuality • commitment to inclusive education • resilience and perspective • reliability, integrity and stamina • respect confidentiality • flexibility and a willingness to be involved in change. 		Occupational tests Interview References
Special Requirements	<ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure with the Disclosure and Barring Service • Occupational Health clearance. 	<ul style="list-style-type: none"> • Ability to drive (full driving licence) 	DBS Occupational Health form