

PASTORAL SCHOOL LEADER

Person Specification

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| **General Heading** | **Detail** | **Examples** |
| **Qualifications and Experience** | **Specific Qualifications and Experience** | Successful experience working with children in a school environment for at least 2 years and a minimum of 5 years overall experience of working directly with children.  NVQ Level 3 qualification  Safeguarding level 1 and willingness to work to additional levels in this area.  Degree Desirable |
|  | **Knowledge of relevant policies and procedures** | Knowledge of first aid  Good knowledge of appropriate procedures, regulations and guidance. |
|  | **Literacy** | Good standard of English to enable communication in all forms. |
|  | **Technology** | Good Working knowledge of ICT to support learning and the administrative/organisational effectiveness. A good understanding of SIMS to identify student concerns in behaviour/attendance. |
| **Communication** | **Written** | Ability to write detailed reports, complete returns and write complex letters. |
|  | **Verbal** | Ability to use clear Language to communicate information unambiguously.  Ability to listen effectively. |
|  | **Languages** | Specialist language/ communication skills if appropriate. |
|  | **Negotiating** | Ability to negotiate effectively with adults and children. |
| **Working with Children** | **Behaviour Management** | Ability to demonstrate effective implementation of the academy’s behaviour management policy. |
|  | **Curriculum** | Good understanding of the academy organisation, timetable, learning and pastoral support systems. |
|  | **Child Development** | Good understanding of child development and pastoral issues such as inclusion and social needs. |
|  | **Health & Wellbeing** | Understand and support the importance of physical and emotional wellbeing. |
| **Working with others** | **Working with parents** | Ability to make a proactive contribution to work of the team supporting children, their families and carers.  Ability to work with parents and carers to improve support for children. |
|  | **Relationships** | Ability to establish rapport and respectful and trustful relationships with children, their families, carers and other adults. |
|  | **Team Work** | Ability to work effectively with a range of adults. |
|  | **Information** | Contribute to the development and implementation of effective systems to share information and also keeping identified information in accordance to data protection and confidentiality needs. |
| **Responsibilities** | **Organisational skills** | Good organisational skills.  Ability to remain calm under pressure. |
|  | **Time Management** | Ability to manage own time effectively.  Ability to meet deadlines. |
|  | **Creativity** | Demonstrate creativity and an ability to resolve problems independently. |
| **General** | **Equalities** | Awareness of and promotion of equality. |
|  | **Health and Safety** | Good understanding of Health and Safety. |
|  | **Child Protection** | Good understanding and effective implementation of Child Protection procedures. |
|  | **Confidentiality / Data protection** | Understand and comply with procedures and legislation relating to confidentiality. |
|  | **CPD** | Demonstrate a clear commitment to develop and learn in the role.  Ability to effectively evaluate own performance. |

Revised: April 2016