**Personal Specification**

**Whitley Academy**

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| **Job Title: Pastoral support and Progress Manager****Line Manager: Team Leader Pastoral support and Progress** | **Grade: 5****Location: Whitley Academy** |

**Job Requirements:**

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| **Knowledge*** Understanding of the emotional and social pressures and issues acting on young people. Awareness of the national education agenda, including special needs and inclusion. Some understanding of KS4/KS3 curriculum issues.
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| **Skills and Abilities:*** Ability to understand and interpret legislation that affects young people in relation to health, education and social services.
* Knowledge of different coaching and/or mentoring techniques to improve student achievement
* Ability to work firmly, flexibly and productively with students of all abilities and dispositions.
* Ability to work in partnership with parents and carers.
* Ability to deal sensitively with people and to resolve conflicts.
* Ability to undertake assessments and formulate action plans.
* Good interpersonal and communication skills both verbal and written.
* Ability to prioritise to take initiative, organise own work and be self-motivated.
* Ability to represent the school in working with external organisations.
* Ability to use systems of recording and reporting effectively.
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| **Experience:*** At least four years’ experience of work.
* Experience of working in an organisation supporting young people.
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| **Educational:*** Educated to level 2 minimum GCSE’s standard
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| **Essential characteristics for a Whitley Academy staff member:*** Resilience
* Able to use own initiative to solve problems
* Passion about all young people’s learning and having the chance to learn.
* Positive outlook
* Team Player
* Advocacy for Whitley Academy students and their community.
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| **Special Requirements**This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment |

**Updated: April 2017**