**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**