

## HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

### PERSON SPECIFICATION

Post: **PASTORAL SUPPORT MANAGER**

Prepared by: C Innes

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Record of experience with young people</li> </ul>	<ul style="list-style-type: none"> <li>In-depth knowledge of relevant legislation regarding young people</li> <li>Experience of dealing with disaffected youngsters with social, emotional and behavioural difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Letter</li> <li>References</li> <li>Interview</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>NVQ Level 4 in appropriate course or equivalent</li> <li>Willing to qualify as first-aider or existing holder of first-aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour management</li> <li>Child development</li> <li>Anger management</li> </ul>	<ul style="list-style-type: none"> <li>Letter</li> <li>References</li> <li>Certificates</li> </ul>
<b>Special Aptitudes:</b>	<ul style="list-style-type: none"> <li>Outstanding communication skills – verbal and written</li> <li>Excellent user of ICT</li> </ul>		<ul style="list-style-type: none"> <li>Letter</li> <li>References</li> <li>Interview</li> </ul>
<b>Interpersonal Skills:</b>	<ul style="list-style-type: none"> <li>Inspirational</li> <li>Ability to forgive and move on</li> <li>Ability to challenge and support pupils and staff</li> <li>High expectations</li> <li>Commitment to school improvement</li> <li>Firm but fair with pupils</li> <li>Team worker/ independent worker</li> <li>Good under pressure with excellent attendance</li> <li>Flexible</li> <li>Full of initiative</li> <li>Excellent personal organisation</li> <li>Drive and enthusiasm</li> <li>Completer/finisher</li> <li>Sense of humour</li> </ul>		<ul style="list-style-type: none"> <li>Letter</li> <li>References</li> <li>Interview</li> </ul>