

Pastoral Coordinator - Person Specification

[A] Training and Qualifications

	Essential or Desirable	How/when measured?
Degree or equivalent	D	A/I (Certificate)
GCSE English and Mathematics Grade C or Equivalent or commitment to obtain	E	A/I (Certificate)
Professional Development: counselling; mentoring; safeguarding/child protection	D	A/I (Certificate)
Other training/qualifications relevant to the post, e.g. leadership; NPSLBA; care support and guidance	E	A/I
Practising catholic	D	A/I

[B] Experience of pastoral and pupil support

	Essential or Desirable	How/when measured?
Experience and knowledge of college pastoral structures	E	A/I/R
Understanding of successful strategies for meeting the needs of all pupils	E	A/I/R
Strategies and interventions to improve pupil engagement, attendance and behaviour	E	A/I/R
Experience of project management including, initiation, planning, execution and evaluation.	E	A/I/R
Relate and positively show respect to all members of the school and wider community with particular reference to parents	E	A/I/R
Data Handling - evidence of intelligent use of data and tracking to improve the quality of behaviour and attendance	D	I/R
Contribution to: The raising of student attainment and achievement of pupils The positive outcomes and strategies employed to address underachievement, particularly in closing the gap for key groups	D	A/I/R
Working collaboratively with outside agencies to contribution to positive outcomes	D	A/I
Experience of working with children and young people in an educational setting to overcome barriers to their personal, social or learning development	E	A/I/R
Provide targeted and informative data on pastoral issues for Form Tutors that will support positive impacts on progress	E	A/I

[C] Professional Knowledge and Understanding

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and to Catholic education:

	Essential or Desirable	How/when measured
The distinctive nature of a Catholic college	E	A/I/R
Contributing to, and securing commitment to, a clear vision for an effective Catholic school	E	I/R
Current educational issues.	E	I/R
Strategies leading to improvement	E	A/I/R
Strategies for raising standards of attendance, behaviour, attainment and achievement	E	A/I/R
The principles and practice of effective self-evaluation including data analysis	D	I/R
Strategies for working within a team	E	I/R
Strategies for strengthening a school's links with the wider community including outside agencies, parents, carers and parish	D	A/I/R
Detailed knowledge of relevant legislation, e.g relating to school attendance, Every Child Matters and the Common Assessment Framework (CAF) and government initiatives and how that relates to the curriculum.	E	I/R
Understanding of the range of other services, partners and agencies which can support pupils; e.g Educational Psychologists, CAMHS, Social Services.	D	A/I/R

[D] Personal and Professional Skills, Qualities and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application, however, it is more likely that they will be more fully assessed during the interview process and from the references. Within the context of a Catholic school applicants should be able to:

	Essential or Desirable	How/when measured?
Build and maintain effective relationships	E	I/R
Communicate promptly, effectively with parents/carers in relation to their child's academic progress, development, behaviour and attendance	E	A/I
Demonstrate passionate belief in the ability of every pupil to achieve	E	A/I/R
Demonstrate commitment to community cohesion and social inclusion	E	A/I/R

Demonstrate personal enthusiasm and commitment to professional development	E	I/R
Foster an open, fair and equitable culture	E	I/R
Deal successfully with situations that may include conflict resolution	E	A/I/R
Prioritise, plan and organise themselves	E	I/R
Think creatively to anticipate and solve problems	E	A/I/R
Listen to and reflect on feedback	E	I/R
Contribute to effective teamwork	E	I/R
Demonstrate an ability to communicate to a range of audiences and in a range of media.	E	I/R
Demonstrate high expectations and act as a role model	E	I/R
Demonstrate effective organisational skills and an ability to work under pressure and meet deadlines	E	A/I/R
Effective management of information, including meetings and record keeping.	E	A/I/R
Demonstrate drive, determination and resilience	E	I/R

[E] Application Form and Letter

*The appropriate application form should be **fully completed** and legible. The letter should be clear, concise, no more than 2 sides of A4 in size 12 font and related to the specifics of the post identified as 'A' above.*

[F] Confidential References and Reports

Up to three referees should be nominated.

Only written references and reports should be provided and these should include a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above. They should also provide:

A positive and supportive faith reference from a priest where the applicant regularly worships.	D
A positive recommendation from current employer	E

NORTH WEST DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with civil law and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the governing body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are outside the recognised norms of the Church and which are genuinely within an individual's control. In doing so, we will seek always to give witness to the Christian pastoral principles of love, respect and reconciliation.