

Pastoral Leader

Person Specification

Specification	Essential	Desirable
Education and training	<ul style="list-style-type: none">• Relevant training for use in school management• Commitment to continuous professional development	Degree or equivalent experience Further professional training
Experience	<ul style="list-style-type: none">• Recent successful experience relevant to working in teaching environment throughout the age and ability range in a co-educational secondary school• Evidence of being an effective member of a team• Experience of promoting high expectations and aspirations for students and staff• Positive working relationships with students, parents and staff• Confident user of data management systems and ability to learn new systems	Contribution to whole school projects
Relevant skills and Aptitudes	<ul style="list-style-type: none">• Ability to form excellent working relationship with staff, parents and students• Ability to promote a calm learning environment• Ability to work calmly and deliver in challenging circumstances• Excellent record of health and attendance• Excellent telephone manners with a commitment to customer care• Ability to be a strong team player• Ability to handle difficult conversations assertively within the boundaries of a professional attitude	Experience of managing an office