



**PERSON SPECIFICATION
PASTORAL SUPPORT MANAGER [Grade 8]**

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to GCSE Level or equivalent qualification or equivalent years' experience in a similar role	Degree Level or other relevant professional training / development related to post
	Numeracy, literacy and ICT skills to level 2 equivalent or above /	Minimum GCSE grade A-C or equivalent in English and Maths
		Holds full UK driving licence
SKILLS , KNOWLEDGE AND EXPERIENCE	Able to relate well to young people and adults in one-to-one or group situations.	An understanding of roles within an educational environment and how a pastoral role relates to these
	Good interpersonal skills – both oral and written and able to work constructively with students, parents, colleagues and outside agencies	Evidence of working constructively / collaboratively as part of a team, with parents and with outside agencies
	Good listening skills	
	Effective and efficient organisation and administrative skills - competent with MS Word / word processing, emails (e.g. outlook), online portals etc.	Efficient in use of Excel software packages, information systems and databases
	Experience of working with young people or families	Experience of working within other schools / organisations or in a pastoral, mentoring or counselling role
	Able to manage sensitive or difficult situations with tact and discretion and to maintain confidentiality at all times	
	Able to weigh evidence and make informed judgements / decisions (alone and with others)	
	Experience of dealing with sometimes challenging situations.	Evidence of positive outcomes from dealing with challenging situations.
QUALITIES	Commitment to maximising the academic, personal, social and emotional development of all students	
	Resilience - can demonstrate the ability to work well under pressure	
	To be able to speak to young people, calmly and confidently	Experience of behaviour management with young people



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QUALITIES cont'd	Able to adopt a flexible working practice and be prepared to attend occasional meetings off site	
	Reliable and punctual	
PROFESSIONAL DEVELOPMENT	Committed to participating in development and training opportunities	Evidence of continuing professional development
	To be pro-active in seeking own learning and development opportunities to enhance role	
COMMITMENT TO CHILD PROTECTION & SAFEGUARDING	Understanding of and commitment to the school's policy on Safeguarding Children	
	Knowledge of up-to-date child protection practice & legislation	Up-to-date safeguarding and 'prevent' / 'channel awareness' training
	Willingness to uphold and promote fundamental British values	
FAITH COMMITMENT	To be a caring and compassionate person and willing to support students to uphold our Gospel Values	Understanding of the distinctive nature of a Catholic School
ESSENTIAL EMPLOYMENT CHECKS (if offer of appointment is made)	Positive recommendation in at least two professional references	
	Enhanced DBS Clearance (and overseas police check if appropriate)	
	Asylum & Immigration checks – documentary evidence of entitlement to live and work in the United Kingdom	
	Requirement to complete Online Medical Assessment	