

**PERSON SPECIFICATION**

**PASTORAL SUPPORT MANAGER**

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| **General Heading** | **Detail Example** | |
| Qualifications and Experience | Specific Qualifications and Experience  Knowledge of relevant policies and procedures  Literacy  Numeracy  Technology  Level 3 Safeguarding | Successful experience working with children in a school environment.  Educated to Level 3 including Maths and English or equivalent qualification/experience.  Good knowledge of appropriate procedures, regulations and guidance (including First Aid)  Level 3 in English or equivalent  Level 3 in Maths or equivalent  Good working knowledge of ICT, support learning and for administrative / organisational effectiveness  Hold an appropriate Safeguarding certificate |
| Communication | Written  Verbal  Negotiating | Ability to write detailed reports, complete external returns and write complex letters  Ability to use clear language to communicate information sensitively, firmly and unambiguously  Ability to deal with complex emotional issues  Ability to negotiate effectively with adults and children |
| Working with students | Behaviour Management  SEN  Curriculum  Child Development  Health & Well Being | Ability to demonstrate effective implementation of the school’s behaviour management policy  Successful completion of training to support SEN if appropriate  Ability to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusion  Good understanding of the school organisation, timetable and learning and pastoral support systems  Good understanding of child development and pastoral issues such as inclusion and transition  Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with Partners  Relationships  Team work  Information | Ability to make a proactive contribution to the work of the team supporting children, their families and carers.  Ability to work with parents and carers to improve support for children  Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults  Ability to work effectively with a range of adults and as part of a team  Contribute to the development and implementation of effective systems to share and safeguard information |
| Responsibilities | Organisational Skills  Time Management  Creativity  Confidentiality / Data Protection | Good organisational skills  Ability to remain calm under pressure  Ability to manage own time effectively  Ability to meet deadlines  Demonstrate creativity and an ability to resolve problems in liaison with other relevant personnel  Understand and comply with procedures and legislation relating to confidentiality |
| General | Equalities  Health and Safety  Child Protection  CPD | Awareness of and commitment to equality  Basic understanding of Health and Safety  Understand and implement child protection procedures  Be prepared to develop and learn in the role |

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