

**PERSON SPECIFICATION**

**PASTORAL SUPPORT MANAGER**

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| **General Heading** | **Detail Example** |
| Qualifications and Experience | Specific Qualifications and ExperienceKnowledge of relevant policies and proceduresLiteracy NumeracyTechnology 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 equivalentGood working knowledge of ICT, support learning and for administrative / organisational effectivenessHold an appropriate Safeguarding certificate |
| Communication | WrittenVerbalNegotiating | Ability to write detailed reports, complete external returns and write complex letters Ability to use clear language to communicate information sensitively, firmly and unambiguouslyAbility to deal with complex emotional issuesAbility to negotiate effectively with adults and children |
| Working with students | Behaviour ManagementSENCurriculumChild DevelopmentHealth & Well Being | Ability to demonstrate effective implementation of the school’s behaviour management policySuccessful completion of training to support SEN if appropriateAbility to demonstrate effective strategies to achieve inclusion of pupils at risk of social exclusionGood understanding of the school organisation, timetable and learning and pastoral support systemsGood understanding of child development and pastoral issues such as inclusion and transitionUnderstand and support the importance of physical and emotional wellbeing |
| Working with others | Working with PartnersRelationshipsTeam workInformation | 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 childrenAbility to establish rapport and respectful and trusting relationships with children, their families and carers and other adultsAbility to work effectively with a range of adults and as part of a teamContribute to the development and implementation of effective systems to share and safeguard information |
| Responsibilities | Organisational SkillsTime ManagementCreativityConfidentiality / Data Protection | Good organisational skillsAbility to remain calm under pressure Ability to manage own time effectivelyAbility to meet deadlinesDemonstrate creativity and an ability to resolve problems in liaison with other relevant personnelUnderstand and comply with procedures and legislation relating to confidentiality |
| General | EqualitiesHealth and SafetyChild ProtectionCPD | Awareness of and commitment to equalityBasic understanding of Health and SafetyUnderstand and implement child protection proceduresBe prepared to develop and learn in the role |

July 2019