

PERSON SPECIFICATION

POST TITLE: PASTORAL MANAGER

GRADE: 8

			RELEVANT CRITERIA	HOW IDENTIFIED	ESSENTIAL / DESIRABLE
1.	EDUCATION & QUALIFICATIONS	1.1	Experience of working with young people and families	Application Form/Certificates	A
		1.2	Experience of working successfully with disaffected students, including those with challenging behaviour	Application Form/Certificates	A
		1.3	Experience of working within an educational / multi agency setting	Application Form/Certificates	B
		1.4	Evidence of recent professional development relevant to the post	Application Form/Certificates	B
		1.5	Willingness to attend relevant training courses	Application Form/Certificates	A
2.	KNOWLEDGE & EXPERIENCE	2.1	Ability to engage constructively with, and relate to, a wide range of young people, parent/carers, from different backgrounds	Application/Selection Process	A
		2.2	Ability to relate to young people, within different age groups about attendance and behaviour issues	Application/Selection Process	A
		2.3	Ability to develop and implement bespoke behaviour management programmes	Application/Selection Process	A
		2.4	Competent in the use of ICT and data systems	Application/Selection Process	A
		2.5	Understanding of the education system	Application/Selection Process	A
		2.6	Ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise where necessary	Application/Selection Process	A
		2.7	Ability to establish positive relationships with families when tackling complex issues	Application /Selection Process	A

		2.8	Ability to work effectively and network, with a wide range of support services, from both the public and private sectors, and an ability to draw upon a wide range of support, information, opportunities and guidance Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	Application /Selection Process	A
		2.9	Ability to contribute to the monitoring of, and intervention in, cases of unauthorized absence and poor punctuality	Application /Selection Process	A
		2.10	Knowledge and understanding of safeguarding	Application /Selection Process	A
		2.11	Good understanding of child development and pastoral issues including transition and intervention	Application /Selection Process	B
3.	TECHNICAL SKILLS/ABILITY/CHARACTERISTICS	3.1	Excellent Communication and Interpersonal Skills	Application/Selection Process/Interview	A
		3.2	Able to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside of school Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Application/Selection Process/Interview Application/Selection Process/Interview Application/Selection Process/Interview	A A A
		3.3	Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Application/Selection Process/Interview	A
		3.4	Planning and prioritizing own workload and managing conflicting demands	Application/Selection Process/Interview	A
		3.5	Ability to work well in a team	Application/Selection Process/Interview	A
		3.6	Commitment to raising achievement and improving the educational experiences of all students	Application/Selection Process/Interview	A
		3.7	Ability to think originally and creatively	Application/Selection Process/Interview	A
		3.8	Ability to work confidentially and with discretion	Application/Selection Process/Interview	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during your induction period.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.