



Person Specification – Pastoral and Academic Leader

This role could be suitable for those who have worked with young people in any capacity, for example, as Chaplain, Lay Chaplain, Youth Worker, or schools in general

Qualifications & Experience

Essential	Desirable	Assessment
Use ICT effectively as a tool to raise achievement and as a management tool	Education to degree level or equivalent	Certificates
Commitment to personal/professional development		Certificates
Evidence of improving student outcomes		Application/Interview
Recent experience of working with young people	Work experience in schools	Application/Interview
Experience of pastoral work		Application/Interview

Knowledge & Understanding

Essential	Desirable	Assessment
Knowledge and understanding of the developments in education	Innovative approach to working with parents and other stakeholders	Application/Interview
An understanding of the secondary curriculum and its assessment		Application/Interview
Ability to use assessment data to inform planning and set targets		Interview
Aware of the support mechanisms available to students and their parents	Experience of working with support agencies	Interview
Knowledge of the statutory responsibilities regarding the needs and care of vulnerable students		Application/Interview

Skills & Attributes

Essential	Desirable	Assessment
Commitment to raising achievement for all		Interview
Commitment to ensuring excellent behaviour for learning at all times		Interview
Excellent communication skills		Interview
Commitment to role of form tutor and the benefits of pastoral care		Interview
Able to build and maintain good working relationships	Generate new ideas and drive initiatives forward	Interview
Able to work as part of a team		Interview
Be an excellent role model for students		Interview
Able to think and plan strategically and manage change		Application/Interview
Communicate effectively at all levels		Application/Interview

Personal Qualities

Essential	Desirable	Assessment
Have high expectations of students	Have a sense of humour	Application/Interview
Be highly motivated and inspiring		Interview
Be enthusiastic and committed		Interview
Have a forward thinking approach		Interview
Have excellent interpersonal skills		Interview
Be a reflective practitioner		Interview
Work under pressure and meet deadlines		Interview
Be able to work flexible hours		Interview
Show a willingness to take on additional roles and responsibilities		Interview
Have an excellent record of attendance and punctuality		Interview
Promote and support the Catholic ethos of the college		Application/Interview
Promote the welfare and safeguarding of young people		Interview