

South Dartmoor Community College

Person Specification – Assistant Pastoral Leader



E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
A good level of education to include GCSE (or equivalent) Grade C or above in Mathematics and English.	E	✓	
Level 3 Safeguarding or willingness to work towards.	D	✓	
Experience:			
Experience of working in a busy, fast paced environment.	E	✓	✓
Experience of communicating with parents effectively and other stakeholders.	D	✓	✓
Experience of epraise.	D	✓	
Experience of SIMS and CPOMS.	D	✓	✓
Experience of multi-agency meetings and outside agency liaisons.	D	✓	✓
Knowledge, Skills and Abilities:			
Ability to use data and present solutions.	E	✓	✓
Excellent communications skills, both verbal and written, including effective communication skills with students.	E	✓	✓
A good level of Literacy and experience in writing reports.	E	✓	✓
Compassionate, caring and positive.	E	✓	✓
Hardworking and resilient.	E	✓	✓
Acts on own initiative, but able to ask for direction when appropriate.	E	✓	✓
Competent IT Skills, including Microsoft Excel.	E	✓	✓
Enthusiastic and committed to meeting the needs of students.	E	✓	✓
Ability to work within a team and independently using own initiative.	E	✓	✓
Ability to manage own work load.	E	✓	✓
Flexible and adaptable to the needs of the role.	E	✓	✓
Able to maintain confidentiality and use discretion at all times.	E	✓	✓
Further Requirements:			
Ability to identify and engage in training / CPL opportunities for role requirements.	D	✓	✓
VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes.	E	✓	✓

Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes.	E	✓	✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence.	E	✓	✓
Integrity:			
Acting always in the interests of children and young people.	E	✓	✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles.	E	✓	✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	E	✓	✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others.	E	✓	✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Job Description produced by WeST HR Business Partner, December 2023