| **Post: Pastoral Lead** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  Level 3 qualifications  Desirable  A degree or post graduate qualification  Safeguarding training / qualifications | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding of:   * School attendance systems and processes * A basic knowledge of the work of a school * Pastoral support for students   Experience:   * Experience of working effectively with children/ young people in either education, social work, youth work or another related area of work * Experience of working effectively with the parents /carers of children / young people * Some experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare * Experience of working in a multi-agency environment * Experience of undertaking a range of clerical duties * Experience of a range of computer applications * Ability to produce concise and complex reports * Management Information Systems e.g. SIMS | Application and Interview |
| **Professional Abilities:** | All Essential  Ability to think strategically  Ability to communicate effectively to a variety of audiences  Ability to persuade and influence  Ability to communicate complex ideas simply to a wide range of audiences  Ability to plan effectively  Ability to evaluate  Ability to provide comprehensive reports  Ability to manage time effectively and meet deadlines  Ability to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Flexibility  Resilience  Commitment to making a difference | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.