| **Post: Pastoral Lead**  |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialLevel 3 qualificationsDesirableA degree or post graduate qualification Safeguarding training / qualifications  | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding 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 EssentialAbility to think strategicallyAbility to communicate effectively to a variety of audiencesAbility to persuade and influenceAbility to communicate complex ideas simply to a wide range of audiencesAbility to plan effectivelyAbility to evaluateAbility to provide comprehensive reportsAbility to manage time effectively and meet deadlinesAbility to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionFlexibilityResilienceCommitment 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.