



## DRAYTON MANOR HIGH SCHOOL

### PERSON SPECIFICATION

**POST TITLE:** Head of Pastoral Support

*All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Sound general education</li><li>• GCSE grade C or equivalent in Mathematics and English</li><li>• Education to A Level standard or equivalent</li></ul>	Degree or Higher-level education
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous relevant experience</li><li>• An administration background which can be applied to the needs of the role</li><li>• Experience of leading a team</li><li>• Experience of successfully training staff</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in a school environment</li></ul>
<b>Ability/Skills</b>	<ul style="list-style-type: none"><li>• A working knowledge and understanding of first aid</li><li>• Excellent IT skills with the ability to word process and input data accurately at a good speed</li><li>• Confident use of (MS Office)</li><li>• The ability to use IT to analyse and manipulate data using MS Excel</li><li>• Excellent communication and interpersonal skills</li><li>• Able to maintain confidentiality</li><li>• Able to deal with a number of different situations in quick succession</li><li>• Understanding of the role in supporting Teachers, Teaching and Learning and the welfare of students</li><li>• An administration background which can be applied to the needs of the role</li><li>• Interest in students as individuals</li><li>• The ability to lead and train staff in their role to fulfil organisational/team goals</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of SIMS, Parent Pay, PS Connect or other school applications</li><li>• First Aid at Work Qualification</li><li>• Understanding/ knowledge/ experience of the current safeguarding and inclusion agenda in schools</li></ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• Commitment to promoting and supporting the school's equal opportunities policy</li><li>• Awareness of and commitment to equal opportunities</li></ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• Commitment to safeguarding and promoting the welfare of children and young people</li></ul>	
<b>Disposition</b>	<ul style="list-style-type: none"><li>• Good team member</li><li>• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour</li><li>• Good interpersonal skills; able to communicate with people at all levels</li><li>• Willingness to undergo training as necessary</li></ul>	