

## Pastoral Leader - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	NVQ Level 3 or equivalent. GCSE passes at Grade C or equivalent in English/Mathematics	✓		A
	Relevant previous experience of working with young people and families to manage sensitive issues preferably in an education environment	✓		A
	Experience of working with young people on a sustained one-to-one basis, dealing with a range of sensitive and contentious issues in a variety of settings.	✓		A & I
	Experience of prioritising and managing own caseload	✓		A & I
	Knowledge of student attainment levels		✓	A & I
	Experience of supporting students with special educational needs		✓	A & I
Personal and interpersonal	<b>Supporting &amp; Co-operating - Working with People</b> Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	✓		A & I
	<b>Interacting &amp; Presenting - Relating and Networking</b> Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others	✓		A & I
	<b>Analysing &amp; Interpreting – Writing &amp; Reporting</b> Writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience	✓		A & I
	<b>Creating &amp; Conceptualising – Learning &amp; Researching</b> Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation)	✓		A & I
	<b>Organising &amp; Executing - Following Instructions &amp; Procedures</b> Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role.	✓		A & I
	<b>Adapting &amp; Coping – Adapting &amp; Responding to Change</b> Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents	✓		A & I
	<b>Adapting &amp; Coping – Coping with Pressure &amp; Setbacks</b> Works productively in a pressurised environment; Keeps emotions under control during difficult situation; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it	✓		A & I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

\* A = application, C = clearances, I = interview, T = task