

**Pastoral Manager**  
**Person Specification**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Education & Training	<ul style="list-style-type: none"> <li>At least 5 GCSE (grade 'C' or above) or equivalent including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to ongoing training</li> <li>First Aid Trained</li> <li>Team Teach Trained</li> <li>Level 4 Supporting Teaching and Learning/Met HLTA Standards/Equivalent</li> </ul>	Application Form
Experience	<ul style="list-style-type: none"> <li>At least two years' experience working to support behaviour for learning</li> <li>Successful track record of making a difference to young people in order to facilitate academic achievement</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a whole school behaviour management role</li> <li>Experience of managing Transition (KS2 to 3)</li> <li>Experience of the Options Process</li> <li>Experience of working with Post 16 providers</li> <li>Experience of careers education</li> </ul>	Application Form Letter of Application Reference
Knowledge	<p>Knowledge of</p> <ul style="list-style-type: none"> <li>the key factors that affect the way students learn</li> <li>legal and organisational requirements for maintaining the health, safety and security of yourself and other in the learning environment</li> <li>strategies to recognise and reward efforts and achievements towards self-reliance, appropriate to the age and development stage of the learner</li> <li>A range of strategies to establish a purposeful learning environment and to promote good behaviour</li> </ul>	<p>Knowledge of</p> <ul style="list-style-type: none"> <li>strategies to recognise and reward efforts and achievements towards self-reliance, appropriate to the age and development stage of the student</li> <li>A range of strategies to establish a purposeful learning environment and to promote good behaviour</li> </ul>	Letter of Application Interview Reference
Skills	<ul style="list-style-type: none"> <li>Good oral and written communication skills</li> <li>Competency in a range of ICT packages</li> <li>The ability to               <ul style="list-style-type: none"> <li>give constructive support and advice</li> <li>listen to students and adults</li> <li>deal calmly with challenging behaviour</li> <li>prioritise plan and organise</li> <li>work as a member of a team</li> <li>take responsibility for continuous self-professional development</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The ability to               <ul style="list-style-type: none"> <li>analyse, understand and interpret relevant learner information and data</li> <li>utilise the experience and expertise of others</li> <li>promote positive relationships within the wider school community</li> <li>appraise colleagues</li> <li>coach/mentor colleagues</li> </ul> </li> </ul>	Letter of Application Interview Reference
Attributes	<ul style="list-style-type: none"> <li>Energy, vigour and perseverance</li> <li>Self confidence and initiative</li> </ul>	<ul style="list-style-type: none"> <li>Have a willingness to be part of a whole school/campus collaborative learning culture</li> </ul>	Interview Reference

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|  | <ul style="list-style-type: none"><li>• Enthusiasm and commitment</li><li>• Patience and sensitivity to children's needs</li><li>• Reliability, resilience and integrity</li><li>• Personal impact and presence</li></ul> |  |  |
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