

Person Specification

Post: Pastoral Leader

Salary scale: G SCP 23-28

Note to Applicants:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Evidence** column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Letter (L), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.

	Essential	Evidence	Desirable	Evidence
Training, Qualifications and Experience	➤ GCSE or equivalent including Mathematics and English Language at Grade C or above ➤ Possess a driving licence ➤ Experience of dealing with a variety of agencies and colleagues in a work setting ➤ Experience of communicating orally and in writing	A A L,I,R L,R	➤ Educated to GCE Advanced level or equivalent ➤ Possess a car and insurance for business use to carry students as passengers ➤ Experience of working in an educational setting	A A L
Personal Qualities	➤ Able to work collaboratively with colleagues at all levels ➤ Develop constructive relationships with students and parents ➤ Develop a positive ethos around school ➤ Communicate effectively with students, parents and colleagues ➤ A clear commitment to equal opportunities ➤ Able to work unsupervised, make decisions and act upon own initiative ➤ Present a professional appearance and act as a positive role model ➤ Ability to manage time effectively, prioritise and be well organised. ➤ A personal commitment to lifelong learning and continuous professional development. ➤ Commitment to high standards, best value and continuous improvement.	L, I, R L, I, R L, I, R L, I, R L, I, R L, I, R L, I, R L, I, R L, I, R L, I, R	➤ Willingness to engage in educational activities to support student achievement	

	Essential	Evidence	Desirable	Evidence
	➤ A commitment to the safeguarding of children ➤ Demonstrate enthusiasm, initiative and self motivation. ➤ Demonstrate confidence and be assertive ➤ Be flexible and creative ➤ Ability to be reflective and self-critical. ➤ Demonstrate resilience ➤ A “can do” approach and positive attitude towards innovation and change. ➤ A sense of humour	L, I, R L, I, R L, I, R L, I, R L, I, R L, I, R L, I, R L, I, R		
Knowledge and Skills	➤ Ability to analyse student attainment data and draw conclusions and make recommendations to appropriate parties ➤ Able to motivate students and provide strategies for overcoming barriers to learning ➤ Ability to present to large groups of students and staff ➤ Ability to support staff and student wellbeing and create a healthy and positive work climate by: • Being able to give and accept constructive criticism • Being able to inspire confidence, engender trust and gain consensus with colleagues and the wider community ➤ Have sufficient ICT skills to carry out the role, such as the use of Microsoft Office applications ➤ Ability to present information to a variety of audiences. ➤ Possess good interpersonal and networking skills.	L, I L, I, R L, I L, I, R L, R L, I, R L, I, R	➤ Use of SIMS software ➤ An understanding of current educational issues.	L L, I