

Pastoral Support

Person Specification

Achieve • Believe • Celebrate

Applicants should use their application to demonstrate how they meet the essential criteria. Evidence may also be explored through interview, references and selection activities.

Experience

Criterion	Status
Experience of working effectively with primary-aged children and families in a school, pastoral, community or related setting.	Essential
Experience of supporting vulnerable children and families and working with external agencies.	Essential
Experience of attendance, safeguarding, family support, EAL or medical coordination.	Desirable
Experience of mentoring, pastoral intervention or targeted pupil support.	Desirable

Qualifications and training

Criterion	Status
GCSE English and Mathematics at grade C/4 or above, or equivalent.	Essential
Relevant Level 3 qualification or equivalent experience.	Essential
Willingness and ability to undertake DDSL and other role-specific training.	Essential
Safeguarding, attendance, counselling/mentoring, first aid or relevant pastoral qualification.	Desirable

Knowledge and understanding

Criterion	Status
Strong understanding of safeguarding, confidentiality and professional boundaries.	Essential
Understanding of inclusion, attendance, behaviour, wellbeing and barriers to learning.	Essential
Knowledge of effective approaches to engaging and supporting parents/carers.	Essential
Understanding of EAL needs and inclusive approaches to supporting pupils and families.	Desirable

Understanding of school responsibilities for supporting pupils with medical conditions.	Desirable
Knowledge of monitoring, evaluation and accurate record keeping.	Essential

Skills and personal qualities

Criterion	Status
Excellent communication and relationship-building skills with children and adults.	Essential
Ability to deal sensitively and calmly with difficult, confidential or emotionally demanding situations.	Essential
Very good organisation, record-keeping and ICT skills.	Essential
Ability to use initiative, prioritise competing demands and follow concerns through to resolution.	Essential
Commitment to collaboration, inclusion and a positive school ethos.	Essential
High levels of integrity, reliability, resilience, enthusiasm and professional judgement.	Essential
Commitment to safeguarding and promoting the welfare of children.	Essential
Legally entitled to work in the UK.	Essential