



Person Specification: Pastoral Lead

Attributes	Criteria	Desirable/ Essential	Method of Assessment
Qualifications	<ul style="list-style-type: none"> 5 GCSE's with a minimum of Grade C/4 or above in English, Maths and Science, or equivalent qualifications or relevant experience. Current first aid certificate (training can be arranged if necessary) 	Essential Desirable	Application form Certificates Interview
Skills	<ul style="list-style-type: none"> Good telephone manner Good Communication Good ICT Skills Ability to handle confidential information with discretion Problem solving. Must be able to multi-task, prioritise and plan effectively Ability to work under pressure Ability to work on own initiative and part of a team Ability to establish the importance and urgency of contacts made. Able to analyse and interpret data 	Essential Essential Essential Essential Essential Essential Essential Essential Essential Desirable	Interview References
Experience	<ul style="list-style-type: none"> Microsoft Office inc Excel Knowledge of school systems Knowledge of child safeguarding procedures Knowledge of different factors which may lead to behaviour issues Knowledge of effective strategies to improve behaviour issues Experience working with students encountering barriers to educational success and/or their families is essential 	Essential Essential Essential Essential Desirable	Application form Interview References
Qualities	<ul style="list-style-type: none"> Self-motivated with a can-do attitude Energetic, enthusiastic and committed Professional manner and ability to instil confidence through communication Flexibility of thinking and working patterns Organised Empathetic and sensitive to Student's individual Needs 	Essential Essential Essential Essential Essential Essential	Interview References