

**Person Specification**  
**Teachers and Support Staff**

<b>Role:</b>	<b>Pastoral Manager</b>	
	<b>Essential Requirements</b>	How Identified
<b>Qualifications</b>	GCSE English and Maths (A-C) or equivalent e.g. Adult Literacy/Numeracy at level 2. NVQ3 (or equivalent) in a relevant discipline	Application
<b>Experience</b>	Working with children of relevant age, assisting in their development. Working as part of a team. Working with students with additional needs and whose learning may have been impeded due to a range of circumstances. Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level	Application References Interview
<b>Training</b>	Commitment to own personal and professional development, being prepared to undertake training relevant to the post Awareness of Multi-Academy Trusts and Teaching Schools	Application Interview
<b>Knowledge, Skills and Ability</b>	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. Good communication skills including telephone skills. Understanding of principles of child development and learning processes including barriers to learning. Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc) Understanding a range of support services/providers. Appropriate health and safety training. Be willing, courteous and able to work both using your own initiative and in a team. Behaviour management.	Application Interview
<b>Personal Circumstances</b>	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) Must have the ability to be flexible and work to the requirements of a busy school Interest in the school's wider role in the community	Application Interview
<b>Disposition and Attitude</b>	A passion for education and a deep-felt desire to make a difference for young people. To like young people and be liked by them To possess educational vision underpinned by values To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know' Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself Understand the importance of work/ life balance Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for significant professional development.	Application Interview References

<b>Physical</b>	<p>Critical thinker, Open Minded, Outward looking, Evaluative, Imaginative, Visionary, Risk taker, Good oral and written communicator. Look smart and professional</p> <p>Self motivated and excellent organisation skills</p> <p>Ability to work in a team and share workloads</p> <p>Ability to work on own initiative to deadlines</p> <p>Ability to solve problems, make good judgements and highlight problems</p> <p>Ability to work under pressure is able to demonstrate confidentiality, integrity and discretion</p> <p>Numeracy skills</p>	<b>References Interview</b>
<b>Equality</b>	<p>A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.</p>	<b>Application Interview</b>