



HENLEY-IN-ARDEN
SCHOOL
Achieving Excellence Together

Henley-in-Arden School

Pastoral Manager

Person Specification



	Essential	Desirable	Methods of Assessment
Qualifications	<p>Good levels of competency in literacy & numeracy</p> <p>A minimum of 5 GCSEs (or equivalent) to include English & Maths at Grade C or equivalent</p>	<p>Level 3 qualifications</p> <p>Counselling qualification</p> <p>Youth and community qualification</p> <p>Safeguarding Training</p>	<p>Application, Qualifications Certificates</p>
Experience	<p>Experience of working in one or more of:</p> <p>Working with Children, Young People and Families</p> <p>Teacher with pastoral experience or work in a comparable profession</p> <p>Education welfare work</p> <p>Social Work</p> <p>Working in Education Setting</p>	<p>Experience of working in a learning environment such as a learning centre or school/college</p> <p>Experience of working with SIMS or other data management systems</p> <p>Experience of liaising with external agencies that support the emotional needs of students</p>	<p>Application, References, Interview</p>
Knowledge	<p>Knowledge of Behaviour strategies and strategies to support children in the classroom</p> <p>Education legislation</p> <p>Child protection and Safeguarding</p> <p>Multi Agency Working</p>	<p>Counselling</p> <p>Mediation/Conciliation</p> <p>An understanding of how a variety of factors can influence and effect behaviour</p>	<p>Application, References, Interview</p>
Skills	<p>Accurate and fluent written communication skills</p> <p>Ability to orally communicate effectively with students, teachers and leadership team</p> <p>Ability to engage and motivate pupils</p> <p>Effective time management skills which allow students to complete</p>		<p>Application, References, Interview</p>

	set activities at an appropriate pace		
Other	<p>Ability to travel in accordance with the requirements of the post</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Self motivated and able to work constructively as part of a team</p> <p>Ability to work to deadlines</p>		Application, Interview