



PERSON SPECIFICATION

Pastoral Manager

Qualifications, training and education

- Grade 4 or equivalent in English and Maths.
- Safeguarding Level 3 trained, or willingness to attend the required course.
- ELSA qualification, or equivalent experience or qualifications, is desirable.

Skills and abilities

Organisation and planning

- Experience of managing a team, preferably a team working with vulnerable children.
- Ability to work effectively as part of a team and independently.
- Ability to use ICT effectively to support learning.
- Knowledge of the National Curriculum.
- Knowledge of relevant learning strategies.
- Knowledge of the standard of work expected from students.
- Ability to use initiative and take a proactive approach.
- Ability to maintain confidentiality at all times.

Behaviour management

- Ability to support positive behaviour management, particularly for students who are vulnerable.
- Confidence in conflict resolution and positive challenge.
- Resilience, including the ability to absorb challenge and refocus.
- Ability to remain calm under pressure and adapt to changing situations.

Communication

- Communication and interpersonal skills that support effective working with students, colleagues, parents, carers and external agencies.
- Ability to build positive relationships with students and respond sensitively to their needs.



PERSON SPECIFICATION

Pastoral and inclusion

- Caring and positive approach, with sensitivity to students' needs.
- Sense of responsibility when working with vulnerable students.
- Flexible approach to working and commitment to ongoing service development.
- Commitment to improving own practice and knowledge through self-evaluation and learning from others.

Personal qualities

- Adaptable and energetic approach.
- Commitment to working in a special or alternative provision setting with students who may present behavioural, emotional, social, attendance or self-esteem barriers to learning

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Commitment to supporting the school's responsibilities under child protection.
- Enhanced DBS check with Children's Barred List check required.