

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**Notre Dame High School Person Specification
Job Title: Pastoral Manager**

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview References
Knowledge, skills & experience		
Understands the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and SEN	E	Application Interview
Understands the SEN Code of Conduct and its practical application	E	Application Interview
Previous experience of working with children	E	Application Interview References
Previous experience of working with children with additional needs or relationship seeking behaviour	E	Application Interview References
Knowledge / experience of inter-agency work	D	Application Interview References
Proficient computer skills, Microsoft packages	E	Application Interview
Strongly developed organisational skills	E	Interview References
Ability to use data to drive improvement	D	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview References
Good interpersonal skills with strong two - way communication	E	Interview References
Ability to prioritise own work to meet deadlines and ensure most effective use of time	E	Interview References
Ability to work as a member of a team and be accountable	E	Application Interview References
Ability to manage people and resources	E	Application Interview References
Ability to inspire, motivate others and build confidence in the classroom	E	Application Interview References
Ability to handle conflict and change with optimism and resilience	E	Application Interview References
Ability to make a positive contribution to the wider life and ethos of the school	E	Application Interview

Personal qualities, values and attributes		
Promote an ethos and culture that supports the school's Relationships & Behaviour/SEND policy, promoting good outcomes for students with additional barriers	E	Application Interview
Desire to work with pupils with challenging and sometimes aggressive behaviour	E	Application Interview
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	E	Application Interview
Demands ambitious standards for all students; belief in the potential of everyone to learn and develop	E	Application Interview
Values all children equally	E	Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Motivation to work in a school with children and young people	E	Application Interview
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
Subject / post specific requirements		
4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Maths	E	Application
Further qualifications in a relevant field e.g. Social work, teaching, Pastoral work, classroom support	D	Application
Willingness to take part in appropriate training and personal and professional development, so that practice is kept up to date and effective by reflecting on own practice.	E	Application Interview
Have gained/be working towards/ be willing to work towards Trauma informed practice training in a school setting.	E	Application Interview