



# PENNY FIELD SCHOOL

## EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Desirable criteria. Please bear in mind that you must possess the essential criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post, then all of the criteria will be used for shortlisting.

Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments wherever possible and it would help us to know your needs in order to do this.

<b>Post Title:</b> Pastoral Manager		<b>School:</b> Penny Field School	<b>Grade / Scale:</b> PO1 (SCP 27-30)	
<b>Criteria No.</b>	<b>Attributes</b>	<b>Criteria</b>	<b>How Identified</b>	<b>Rank</b>
1.	Relevant Experience	Proven experience in a pastoral or safeguarding leadership role, ideally within a SEND or education setting	Application Form / Interview	Essential
2.		Experience working with children with SEND, specifically PMLD and SLD	Application Form / Interview	Essential
3.	Education and Training Attainments	GCSE English and Maths (Level 2)	Application Form / Interview	Essential
4.		NVQ Level 3 qualification (or working towards)	Application Form / Interview	Essential
5.		DSL status, Leadership qualification, or HLTA/SLE status	Application Form / Interview	Desirable
6.	General and Special Knowledge	An understanding of current approaches to the support of young people with SEND	Application Form / Interview	Essential
7.		Knowledge of legislation as it applies to pupils with SEND and PMLD	Application Form / Interview	Desirable



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8.	Skills and Abilities	<b>Resilience:</b> The ability to remain calm and empathetic in stressful situations while maintaining professional boundaries.	Application Form / Interview	Essential
9.		<b>Communication:</b> Excellent interpersonal skills with the ability to build relationships in challenging circumstances.	Application Form / Interview	Essential
10.		<b>Leadership:</b> Ability to organise, lead, and motivate staff teams (Intervener and Educare teams).	Application Form / Interview	Essential
11.		<b>Requirements:</b> Must be a car driver with access to a vehicle and a valid, clean license.	Application Form / Interview	Essential