



HENLEY-IN-ARDEN
SCHOOL
Achieving Excellence Together

Henley-in-Arden School

Pastoral Manager

Person Specification



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

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