

Person Specification
Pastoral Support Manager

Education/Qualifications	Essential	Desirable
Good standard of overall education	✓	
Must be ICT literate, with an ability to use school ICT equipment for logging, monitoring and communication	✓	
Relevant experience of working with students aged 11- 16		✓
Knowledge/Experience		
Understand what is meant by safeguarding and the different ways in which children can be harmed	✓	
Understand and comply with children protection procedures Understand and comply with specific school procedures Regularly keep Child Protection training up to date	✓	
Practical commitment to the school's Health and Safety policy	✓	
Ability to be flexible in ideas and thoughts, constantly finding new methods of supporting students and colleagues to achieve	✓	
Deputise for Head of Year and ensure full student attendance at detentions and Parents' Evenings	✓	
Ability to establish respectful and trusting relationships with students, their families / carers and other adults using appropriate communication styles, including meetings about disciplinary incidents	✓	
Ability to counsel students, staff and parents on welfare issues relating to students	✓	
Ability to prepare summary information for meetings, including exclusions	✓	
Act as first line of contact and make initial decisions, as appropriate, on behaviour management and other issues	✓	
Working knowledge of the national curriculum and assist the Head of Year with academic monitoring	✓	
Ability to assist with fundraising projects for the school's chosen charity and collate funds raised		✓
Manage the behaviour of cohorts of students in different settings, e.g. the classroom, on the playground, in corridors, in assembly, on trips – as large groups or as individuals	✓	
Advise staff on how to work with students, providing negotiating and conciliatory skills on behalf of students with staff and parents/carers	✓	
An awareness of religious/cultural differences	✓	
Skills, Behaviours and Qualities		
Understand and comply with procedures and legislation relating to confidentiality	✓	
Use of strategic thinking skills when devising pastoral support plans	✓	
Ability to prioritise and juggle a myriad of tasks and issues – often needing immediate responses and without planning	✓	
Keep detailed records in an organised manner	✓	
Operate an 'open door' approach for both students and staff	✓	
Ability to distinguish between opinion and fact	✓	
Be able to lead team meetings when required		✓
Ability to build open and honest relationships	✓	

Understand and promote the value of emotional and physical wellbeing in adults and students	✓	
Understand and implement the school's Behaviour for Learning Policy	✓	
Develop good body language skills to manage confrontational situations and keep control of a situation		✓
Ability to motivate, encourage, empower and negotiate between students/adults	✓	
Ability to write detailed reports, routine letters and referral forms to external agencies	✓	
Personal Qualities		
Attend outside CPD at least once a year and internal CPD as and when required	✓	
Demonstrate commitment to the school's Equal Opportunities Policy	✓	
Tactical thinking used day to day with regards to problem solving	✓	
Proactive approach		✓
Work effectively as part of a team	✓	
Knowledge of own position within a team environment and the boundaries which apply		✓