

Person Specification - Pastoral Leader



Organisational fit	<ul style="list-style-type: none"> • Working towards the Academy aims and objectives • Working towards the Trust aims and objectives
Qualifications/Training	<ul style="list-style-type: none"> • English & Maths GCSE (Grade C or 4 or above) • relevant training in specialist areas (Mentoring) and strong evidence of continued professional development • ICT Literate • First aid trained or willing to undertake • Medication Training or willing to undertake • Prevent Training and British Values agenda or willing to undertake • Safeguarding Training or willing to undertake
Experience	<ul style="list-style-type: none"> • Working with or caring for children (of secondary school age) within previous and/or current post • Planning & Preparation of work that is suitable for the learner • Advising teaching and pastoral staff on social and emotional needs of particular learners. • Building of positive relationships through parental liaison and other agencies • Intervention – experience of implementing an agreed strategy for learners to improve their attitude and engagement. • Writing of Student Support Plans with the purpose of removing barriers to learning • Using ICT to support learners to achieve • Collaborating with all stakeholders, parents, family, carers, staff, other students, agencies • Supporting staff in their pastoral capacity to guide and help others make decisions • Effectively working in a multi-agency setting and working with colleagues across academy and trust and within other organisations. • Effectively dealing with the needs of vulnerable and at-risk learners
Knowledge	<ul style="list-style-type: none"> • Understanding of children’s emotional and social needs • Understanding the Academy curriculum and other learning programmes and learning strategies • Policy and Regulatory knowledge for Safeguarding and pastoral areas and experience of implementing those policies • Educational databases (Arbor) and safeguarding systems (CPOMS)
Personal Attributes	<ul style="list-style-type: none"> • Excellent Communicator (orally and written) • Work independently • Collaborator • Influencer (with others and calming influence when required) • Reflector (ability to identify own learning opportunities) • Organised and ability to Plan, Prepare & Prioritise • Passionate about the role of Pastoral Leader • Empathetic • Reliable and punctual • Resilient • Experience of monitoring attendance for Groups/individuals – assessing that attendance and taking action as appropriate. • Co-ordinating home/school visits with parents/carers/multi agency