

THE SELE SCHOOL - PERSON SPECIFICATION

Job Title: Pastoral Leader			
ESSENTIAL	DESIRABLE	How Assessed	
		Application Form	Interview
Qualification and Training <ul style="list-style-type: none"> • Experience of direct work with children, young people, staff, parents and carers and the knowledge and understanding of how to respond to a diversity of needs and procedures. • Good level of education including excellent literacy and numeracy. 	<ul style="list-style-type: none"> • Awareness of strategies to help manage behaviour. • Understanding of Arbor management information system. 	✓	✓
Competence Summary (knowledge, abilities, skills and experience) The post holder will have experience of: <ul style="list-style-type: none"> • Knowledge of children and young people's development, Child Protection and Safeguarding policies and procedures. • Knowledge of strategies to help students make progress in their learning – working in and out of classrooms. • Present information and ideas clearly and use communication appropriate to the audience. • Able to disseminate information and demonstrate a consultative approach to communication. • Exercise flexibility so as to take on changes in work priorities and practices. • A good knowledge of ICT. • Ability to communicate with a wide range of audiences both verbally and in writing; communicate effectively with parents and school staff. • Ability to engage and motivate families who may be unwilling to link into services. • Develop and undertake inter-agency cross sector working. • Maintain a professional and friendly outlook and approach to work during busy times. • Able to deal with difficult situations in a calm and professional manner. • Able to anticipate workload and plan to manage workload peaks. 	<ul style="list-style-type: none"> • Knowledge of Integrated Practice and an understanding of support available to children and their families. • Familiarity with school data, for example Raise-on-line, Key Stage 2 prior attainment, FFT and other student data essential in raising attainment. 	✓	✓

<ul style="list-style-type: none"> • Able to collaborate with colleagues and agencies to develop and implement support programmes. 			
Work-Related Personal Requirements <ul style="list-style-type: none"> • Demonstrate good communication skills and the ability to engage positively with children, young people and their families. • Excellent organisational, administrative and time- management skills including record- keeping and computer literacy. • Able to use initiative and be able to work effectively as part of a team. • Record of high attendance at work. • Awareness of the importance of maintaining confidentiality. • Honest and reliable with good timekeeping. 	<ul style="list-style-type: none"> • You will be able to engage positively and negotiate with professionals from a range of services. • Ability to work under pressure and remain calm when dealing with difficult behaviour. 	✓	✓
Other Work Requirements <ul style="list-style-type: none"> • Display a commitment to the protection and safeguarding of children and young people and implement safe practice in all areas. • Willingness to partake in continuous professional development. • Understanding of Health and Safety. 			✓