



# ST. JOAN OF ARC Catholic School

## PERSON SPECIFICATION

### PASTORAL SUPPORT LEAD

	ESSENTIAL	DESIRABLE
Qualifications	Good standard of literacy and numeracy at least to GCSE or equivalent and preferably to A level or equivalent	
Previous Work	Experience of working with and relating to young people	Experience of working in a school setting
Professional Skills & Experience	<p>Commitment to developing and promoting achievement in students and to supporting students and managing their behaviour</p> <p>Have the ability to gain the respect of students through a manner of confidence and authority</p> <p>A knowledge of how to achieve results in difficult situations and how to manage conflict effectively</p> <p>Good communication and interpersonal skills – verbally and in writing</p> <p>A competent IT user</p> <p>Administrative and organisational skills</p> <p>Ability to work as part of a team as well as independently</p>	<p>Be able to demonstrate knowledge and understanding of safeguarding policies, procedures and practices</p>
People Management Skills	<p>Responsible and reliable</p> <p>Good attendance and punctuality</p>	
Other Personal Qualities	<p>Capacity to remain calm and to cope with the unexpected</p> <p>Ability to organise one's time, prioritise and meet deadlines</p> <p>Ability to deal with conflicting demands and to work flexibly</p>	