

## THE SELE SCHOOL - PERSON SPECIFICATION

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

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