



Year 7 Pastoral Manager – Person Specification

Essential	Desirable
<u>Qualifications</u>	
<ul style="list-style-type: none"> ▪ Educated to A Level standard (or equivalent) with Grade C or above in English and Maths 	<ul style="list-style-type: none"> ▪ Willingness to undertake further training and development as required
<u>Skills and Abilities</u>	
<ul style="list-style-type: none"> ▪ Good numeracy/literacy skills ▪ Able to plan and deal with conflicting priorities in organising own work schedule ▪ Ability to command authority and respect ▪ Ability to work independently and as part of a team ▪ Good written and spoken communication skills both face to face and telephone ▪ Ability to ensure confidentiality ▪ Ability to work efficiently at speed ▪ Ability to be self-motivating ▪ Ability to work under pressure and to tight deadlines ▪ Ability to prioritise workload ▪ Ability to remain calm in difficult situations ▪ Ability to be consistent and firm ▪ Ability to develop and analyse data 	<ul style="list-style-type: none"> ▪ In depth knowledge and understanding of Keeping Children Safe in Education ▪ Understanding of Attachment and Trauma Informed Practice ▪ Good understanding of SIMS applications
<u>Personal Qualities</u>	
<ul style="list-style-type: none"> ▪ A range of personal and interpersonal skills ▪ Flexibility and adaptability ▪ Self disciplined and methodical ▪ uses Initiative ▪ Positive outlook ▪ The ability to motivate and persuade ▪ Smart, professional appearance ▪ Friendly manner ▪ DBS clearance ▪ A genuine commitment to improving the quality of provision for students in our School 	