

Person specification: Pastoral Leader

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Willing to undertake any in-service training offered which is relevant to the duties of the post	✓	
National qualifications level 3+ or equivalent in numeracy and/or communication	✓	
Higher relevant qualification		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Experience of working in a school environment		✓
Experience of working with vulnerable young people		✓
Working knowledge of general school policies and procedures		✓
Strong verbal & written communication skills	✓	
Ability to work within set guidelines and respond to unexpected circumstances	✓	
Ability to cope with exposure to emotionally demanding situations	✓	
Ability to prioritise workloads and have excellent time management and organisational skills	✓	
Ability to establish positive relationships with staff members at all levels and external agencies	✓	
Ability to establish positive relationships with staff members at all levels and external agencies	✓	
Experience of basic first aid (Training will be provided if required)		✓

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
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Ability to work as part of a team and independently when required	✓	
Ability to follow instructions	✓	
Hard worker	✓	
Reliable, honest, flexible & enthusiastic	✓	
Good communication skills	✓	
Ability to respect confidential issues regarding pupils, parents and staff	✓	
Punctual	✓	