

PERSON SPECIFICATION
Job Role: Pastoral Manager
School: Sprowston Community Academy

Requirements	Essential	Desirable	Assessed
Qualifications and Training	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Evidence of relevant training or willingness to undertake such training 	<ul style="list-style-type: none"> • Grade 4 or above in English and Maths at GCSE or equivalent • Team Teach training • Behaviour management training 	Application Certificates
Managing Student Behaviour	<ul style="list-style-type: none"> • Experience of working with children of relevant age, assisting in their development • Confident to challenge difficult behaviour • Experience of working as part of a team • Ability to relate well to students especially in difficult situations • Ability to remain calm under pressure and to deal with difficult situations • Demonstration of good co-operative, inter-personal and listening skills including mediation and conflict resolution • Ability to display an understanding of social/welfare issues as they affect children, families and schools 	<ul style="list-style-type: none"> • Successful recent experience of working as a pastoral manager • Ability to be proactive in dealing with behaviour issues including contributing effectively at matrix meetings • Recent relevant experience of working with young people where learning may have been impeded due to a range of circumstances including additional needs • Understanding of principles of child development and learning processes 	Application References Interview
Tracking and Monitoring	<ul style="list-style-type: none"> • Good organisational skills • Ability to work to deadlines • Accuracy and attention to detail 		Application Interview

	<ul style="list-style-type: none"> • Ability to use ICT effectively in relation to the post 		
Parent Liaison and Student Attendance	<ul style="list-style-type: none"> • Ability to communicate with parents in a calm and courteous manner • Ability to maintain a professional manner in difficult situations 	<ul style="list-style-type: none"> • Full understanding of the range of available support services/providers • A track record of effective contribution to EHAPs or similar processes 	Application Interview
Personal Circumstances	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) • Able to satisfy the requirements of safeguarding recruitment checks in line with Keeping Children Safe in Education • Must have the ability to be flexible and work to the requirements of a busy school • Interest in the school's wider role in the community 		Application Interview
Disposition and Attitude	<ul style="list-style-type: none"> • A passion for education and a deep-felt desire to make a difference for young people • Possessing educational vision underpinned by values • Emotionally intelligent: knowing when to direct, when to challenge and when not to; being able to inspire, present a positive perspective at all times; being able to listen and show awareness of others sensitivities; having personal pride and leading by example • Understands the importance of work/life balance • Enthusiastic, flexible, team player who enjoys hard work and takes constructive criticism • Approachability, courtesy and ability to present a positive image of the school to callers and visitors • Maintain confidentiality in matters relating to the 		Application Interview References

	<p>school, its students, and its staff</p> <ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek learning opportunities • Good oral and written communicator 		
Physical	<ul style="list-style-type: none"> • Resilient • Physically able to cope with the demands of a multi-level building 		References Interview
Equality	<ul style="list-style-type: none"> • A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice 		Application Interview