

## PERSON SPECIFICATION

**Job Role: Pastoral Manager**

**School: Sprowston Community Academy**

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

	<ul style="list-style-type: none"> <li>• Ability to use ICT effectively in relation to the post</li> </ul>		
<b>Parent Liaison and Student Attendance</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with parents in a calm and courteous manner</li> <li>• Ability to maintain a professional manner in difficult situations</li> </ul>	<ul style="list-style-type: none"> <li>• Full understanding of the range of available support services/providers</li> <li>• A track record of effective contribution to EHAPs or similar processes</li> </ul>	Application Interview
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK (Asylum &amp; Immigration Act 1996)</li> <li>• Able to satisfy the requirements of safeguarding recruitment checks in line with Keeping Children Safe in Education</li> <li>• Must have the ability to be flexible and work to the requirements of a busy school</li> <li>• Interest in the school's wider role in the community</li> </ul>		Application Interview
<b>Disposition and Attitude</b>	<ul style="list-style-type: none"> <li>• A passion for education and a deep-felt desire to make a difference for young people</li> <li>• Possessing educational vision underpinned by values</li> <li>• 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</li> <li>• Understands the importance of work/life balance</li> <li>• Enthusiastic, flexible, team player who enjoys hard work and takes constructive criticism</li> <li>• Approachability, courtesy and ability to present a positive image of the school to callers and visitors</li> <li>• Maintain confidentiality in matters relating to the</li> </ul>		Application Interview References

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