



BIRCHENSALE MIDDLE SCHOOL

PERSON SPECIFICATION

JOB TITLE: Pastoral Support Manager

It is envisaged that candidates will have most of the following attributes:

- An enthusiastic and successful professional who can deliver high quality standards of behaviour management across the whole school.
- The ability to work as part of a team.
- A professional who is committed to the aims and values of our school and is willing to contribute to our whole school improvement program.
- Clear ideas for, and demonstrated experience of improving behaviour, attendance and punctuality.
- A good understanding of child development and the ability to apply individual strategies, whilst working within the framework of the school's policies.
- Good written and oral communication skills.
- Flexibility and willingness to be involved in the school and see the school as community.
- Commitment to equal opportunities for all school users.
- Commitment to encouraging children to develop self-esteem and tolerance of others.
- Commitment to furthering own professional knowledge, skills and experience.
- Good IT skills.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience, Qualifications and Training	<p>5 or more GCSEs</p> <p>Experience of working with, and having empathy with, young people, some of whom may display challenging behaviour or be socially or emotionally vulnerable</p> <p>Understanding of the issues surrounding the Mental Health and wellbeing of young people</p> <p>Willingness to develop new skills and consider new approaches to teaching and learning</p>	<p>Level 3 or 4 qualification</p> <p>A Levels</p> <p>Degree</p> <p>Experience managing attendance</p>	<p>Letter of application and references</p> <p>Certificates</p> <p>Interview</p>
Personal Qualities and Professional Abilities	<p>Good communication skills</p> <p>Well organized</p> <p>Ability to plan and prioritise tasks, delegate where necessary and work to agreed deadlines</p> <p>Empathy with students</p> <p>Optimism and enthusiasm and the ability to generate these in others</p> <p>Honesty and integrity</p> <p>Ability to relate to a wide range of students and motivate them to achieve</p> <p>Ability to work calmly under pressure</p> <p>Good behaviour management skills</p> <p>Team player who is able to complement skills and qualities of the pastoral team</p> <p>Sense of humour</p>	<p>Excellent health record</p>	<p>Consistent demonstration of these skills in previous post identified through interviews and references</p> <p>Performance and evidence of preparation for the interview</p>
Leadership and Management	<p>A vision for the role of Pastoral Support Manager in supporting learning and raising levels of student achievement.</p>	<p>The ability to:</p> <ul style="list-style-type: none"> • Lead and motivate others and earn their respect; 	<p>Interview and letter</p>

	<p>The ability to clearly communicate this vision.</p> <p>The ability to:</p> <ul style="list-style-type: none"> • Establish positive working relationships with parents and a range of students; • Implement a range of intervention and support strategies; <p>Work effectively with other members of the pastoral team</p>	<ul style="list-style-type: none"> • Develop a range of strategies to monitor students' progress. <p>Up to date knowledge of initiatives to ensure students achieve their full potential.</p>	<p>Consistent demonstration of potential evident in references and throughout the interview process</p>
Extra-Curricular and Enrichment	<p>Ability and willingness to organise and promote enriching activities as part of students' learning experience</p>	<p>Made a contribution to extra-curricular activities</p>	<p>Letter of application and references</p> <p>Follow up in interview questions</p>
Safeguarding	<p>Knowledge and understanding of procedures to safeguard the welfare of all children and vulnerable adults.</p> <p>Completion of satisfactory DBS check</p>		<p>Interview</p> <p>DBS</p>