**Person Specification**

**Assistant Pastoral Manager**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Knowledge/Qualifications** | | | |
| Education/Qualifications to at least Post 16 level | ✓ |  | Application |
| A willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate | ✓ |  | Interview |
| School self-evaluation |  | ✓ | Interview |
| Issues in education | ✓ |  | Application/Interview |
| Good ICT skills |  | ✓ | Application/Interview |
| **Experience** | | | |
| A successful record of working with young people | ✓ |  | Application/Interview |
| A successful record of participating as a team member | ✓ |  | Application/Interview |
| Imagination and creativity in the classroom |  | ✓ | Application/Interview |
| Experience of setting high standards to others by personal example | ✓ |  | Application/Interview |
| A commitment to the extra-curricular life of the school | ✓ |  | Application/Interview |
| A commitment to safeguarding and promoting the welfare of children and young people | ✓ |  | Application/Interview |
| A commitment to obtaining the highest standards of pupil achievement and a belief that enjoyable learning is the most effective learning | ✓ |  | Application/Interview |
| A successful record of achieving goals | ✓ |  | Application/Interview |
| Experience of setting targets for your own work and reviewing progress and outcomes | ✓ |  | Application/Interview |
| A commitment to the school’s Strategic Purpose, Commitment and Intent | ✓ |  | Application/Interview |
| **Personal Skills** | | | |
| The ability to learn and demonstrate a genuine interest in assisting young people achieve their potential | ✓ |  | Application/Interview |
| Creative, imaginative and adaptable | ✓ |  | Application/Interview |
| The ability to listen carefully and demonstrate the ability to work in a positive, open and reflective manner | ✓ |  | Application/Interview |
| Ability to demonstrate patience, flexibility and a sense of humour | ✓ |  | Application/Interview |
| A capacity for demanding work | ✓ |  | Application/Interview |
| Committed to improving standards | ✓ |  | Application/Interview |
| An effective team member | ✓ |  | Application/Interview |
| Ability to be efficient and reliable and work under pressure | ✓ |  | Application/Interview |
| Excellent communication skills, both orally and in writing | ✓ |  | Application/Interview |
| Able to motivate and inspire students | ✓ |  | Application/Interview |
| Able to enthuse others and demonstrate a commitment to education and developing young people | ✓ |  | Application/Interview |
| Able to develop good personal relationships with students and adults | ✓ |  | Application/Interview |
| Approachable and willing to help students both in and outside of lessons | ✓ |  | Application/Interview |
| Ability to initiate ideas, set own targets and meet own and other  people’s deadlines | ✓ |  | Application/Interview |
| **Equal Opportunities** | | | |
| Must have an understanding of and commitment to the Trust’s equal opportunities policies and procedures | ✓ |  | Application/Interview |
| To be able to demonstrate a commitment to celebrating diversity and promoting community cohesion in a multi-cultural setting | ✓ |  | Application/Interview |

**September 2024**