

Person Specification

Pastoral Leader (non-Teaching)



Attributes	Essential	Desirable	How assessed
1. Qualifications and training	GCSE or equivalent in 3-5 subjects Willingness to undertake training	GCSE or equivalent of NVQ Level 2 English/Literacy, Maths/Numeracy ICT qualifications e.g. ECDL, CLAIT Appropriate First Aid training Mental health training	Application form References Letter of application
2. Experience	Evidence of working in a busy environment with the ability to multi-task Evidence of using IT software systems including Microsoft (Word and Excel)	Previous experience of working in a school environment Evidence of working as a teaching/learning assistant or, of behaviour management, or working/volunteering with a Youth Group or similar organisation Experience of working with MIS systems (SIMS)	Application form References Interview Letter of application Practical test
3. Knowledge and Competence	Understanding of confidentiality issues linked to home/student/teacher/Academy work Knowledge of a range of strategies to promote good behaviour Awareness of policies and procedures relating to child protection and safeguarding, health, safety and security, equal opportunities, confidentiality and data protection An understanding of administration procedures	Awareness and understanding of the Academy's policies and procedures and of the KCSIE 2018 agenda Understanding of the aims, content and intended outcomes of teaching and learning in relation to the national and Academy's curriculum Knowledge of or previous experience with relevant external agencies/stakeholders	Application form References Interview Letter of application
4. Understanding	Demonstrate the ability to work at own initiative and to work as part of a team Friendly, flexible and responsive manner Should be able to demonstrate tact, discretion and confidentiality as required	A range of strategies aimed at improving the quality of education and students' achievements. Able to demonstrate good communication skills to ensure accurate data flow with external agencies etc.	Application form References Interviews Letter of application
5. Skills	Able to communicate effectively orally in person, by telephone and in writing Ability to motivate students and manage behaviour to promote and maintain order and a calm working environment for learning	Ability to support the processes and procedures for students' learning Ability to work with colleagues to develop and plan activities	Application form References Interview Letter of application Practical test

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	Ability to address competing demands and deadlines		
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