

**Person Specification**

Job title: Pastoral Manager (G4)

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| Attributes | Essential | Desirable | How identified |
| Qualifications | NVQ Level 3 (or equivalent)  Qualifications of supporting parents such as:  Triple P  Strengthening families |  | Qualifications |
| Experience | Experience of working with children of primary school age, including providing interventions to support emotional and behavioural needs in order for children to access education  Experience of supporting families  Experience of supporting learning in a primary school classroom environment  Experience of administrative work  Experience of supporting pupils with challenging behaviour  Experience of working with outside agencies to help support children and their families   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | | |  | | --- | |  | | Application  Interview  References   |  | | --- | |  | |
| Knowledge and Skills | Ability to establish positive relationships with children based on mutual respect  Ability to work well independently and as part of a team  Excellent communication skills  Ability to relate well to parents/carers and professionals  Ability to supervise and assist pupils’  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities Flexible attitude to work   |  | | --- | |  | | First aid certificate  Good knowledge of the education system  Good understanding of safeguarding and child protection | Application  Interview  References |
| Other | Commitment to the ethos of a Church school  Commitment to training  Commitment to safeguarding and protecting the welfare of children and young people  Commitment to equality and diversity | Knowledge of relevant programs e.g. ‘My Concern’  ‘ScholarPack’ | Application  Interview  References |