

PERSON SPECIFICATION FORM

Job Title: Pastoral Manager		Grade: Grade 6	
Whitworth Community High School			
	Essential	Desirable	
Qualifications & Training			
5 GCSEs A* – C including Maths and English or equivalent	E		
NVQ level 3/A levels (or equivalent)		D	
Car user and clean driving licence		D	
Insured to carry pupils as passengers		D	
Desirable			
Mental Health First Aid or willingness to undertake		D	
Emergency First Aid		D	
Knowledge of CPOMS		D	
Experience			
Of administrative work		D	
Of teaching or Youth Work		D	
Of working with young people in an educational setting		D	
Of working with vulnerable children/ students with challenging behaviour		D	
Experience of positive behaviour management & building effective relationships with staff, students and parents		D	
Experience of providing mentoring to young people		D	
Basic Conflict Management skills		D	
Experience of working under pressure, including handling difficult situations on your own and de-escalating them	E		
Knowledge, Qualities and Abilities			
Knowledge of implementing a school's behaviour policy		D	
Of classroom roles and responsibilities		D	
Of national curriculum subject(s)		D	
Of numeracy/literacy strategies		D	
To relate well to children	E		
ICT skills	E		
Excellent organisational skills	E		
Highly organised and motivated	E		
Demonstrate personal and professional integrity	E		
To work independently and creatively	E		
Ability to prioritise, plan and organise self	E		
Ability to meet deadlines	E		
Ability to work accurately under pressure in a very busy environment	E		
Ability to work as part of a team	E		
Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm	E		
Excellent health and attendance record	E		
Discreet & confidential whilst remaining professional, tactful & sensitive	E		
Warm approachable manner with good inter-personal skills	E		
Flexible attitude to work including; working hours, demands and changes in the role and willingness to be involved in the school 'can do' approach	E		
An understanding of Safeguarding Issues	E		
Ability to provide clear professional advice to parents/carers, headteachers, teachers and other officers and professionals on behavioural matters.	E		
Ability to maintain confidentiality and discretion at all times	E		

Other Requirements		
Willing to undertake training as necessary including First Aid Training	E	
Application form should be completed in full	E	
Should address the headings in the person specification	E	
Ability to meet the enhanced DBS disclosure	E	
Confidential References and Reports		
Written references only will be considered	E	
References will confirm professional and personal knowledge, skills and abilities as referred to above	E	

This post has significant access to children and young people and as such the successful candidate will be expected to undergo a Criminal Records Bureau fully enhanced check (DBS)

Please note that the successful candidate will be asked to show original copies of qualifications and proof of identity as final confirmation.