

**PERSON SPECIFICATION
PASTORAL LEADER**

ESSENTIAL

Qualifications

- 5 GCSEs A* - C or equivalent including Maths and English
- Word processing qualification or 3 years' practical experience
- First Aid qualification or willingness to undertake training

Experience

- Experience of working with young people
- ICT literate

Management Skills

- Excellent communication skills and telephone manner
- High level organisational skills
- Good interpersonal skills
- Ability to resolve conflict and deal sensitively with difficult situations
- Ability to make decisions

Personal Qualities

- Liking of children
- Ability to liaise effectively at all levels on a wide range of matters
- Ability to prioritise, to be flexible and to work on own initiative and under pressure
- Positive attitude to personal development and training
- Ability to work in a team and alone
- Clear understanding of and respect for confidentiality
- Smart appearance
- Capacity for hard work
- Friendly manner and good sense of humour
- Loyalty
- Enthusiasm

DESIRABLE

- Counselling and/or Child Protection training
- Evidence of further study post 16
- Current driving licence

- Experience of working in a school environment
- Experience of administrative work
- Experience of using SIMS
- Experience of dealing with other agencies

- Potential to develop skills further
- Potential for further promotion
- Willingness to contribute to the development of the role

- Awareness of and interest in educational issues
- Forward thinking, creative and innovative