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| criteria | qualities | Selection CriteriaEssential / Desirable |
| **Qualifications and training** | * GCSE or equivalent level, including at least a Grade C in English and Maths
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| **Experience** | * Experience working in a school environment or other educational setting.
* Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health).
* Experience supporting and working with parents of young people with additional needs.
* Experience planning and delivering targeted interventions.
* Experience working with colleagues and external stakeholders (e.g. from external agencies).
* Designated Safeguarding training or willingness to undertake this.
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| **Skills and knowledge** | * Good listening skills
* Effective written and verbal communication skills
* Knowledge of the barriers to learning that pupils may face.
* Ability to tailor plans and interventions to individual pupils.
* Able to use IT systems and to conduct analysis and produce reports.
* Able to create good relationships with children, staff, parents and external agencies.
* Knowledge of available support services in the local area
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| **Personal qualities** | * Patient and calm
* Wants to provide the best possible opportunities for all pupils.
* Organised, good time management, proactive and self-motivated.
* Upholds and promotes the ethos and values of the school.
* Able to work under pressure and prioritise effectively.
* Maintains confidentiality at all times.
* Committed to safeguarding, equality, diversity and inclusion.
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**Pastoral Manager – Person Specification**