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| --- | --- | --- |
| criteria | qualities | Selection Criteria  Essential / Desirable |
| **Qualifications  and training** | * GCSE or equivalent level, including at least a Grade C in English and Maths | E |
| **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. | E  E  D  D  D  E |
| **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 | E  E  E  E  E  E  D |
| **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. | E  E  E  E  E  E  E |

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**Pastoral Manager – Person Specification**