

**Ernest Bevin College**

**Person Specification**



**Title:** Pastoral Lead

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Good GCSE Standard of education, including English and Mathematics (i.e. Grade C and above)</li></ul>	<ul style="list-style-type: none"><li>• A degree (or equivalent)</li><li>• Evidence of further professional studies</li><li>• Ability to speak a community language used by parents and pupils (No additional payment)</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in a school or with young people</li><li>• Experience of working in a role supporting the learning and development of students</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with school attendance issues</li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Ability to exploit opportunities for success and remove barriers to achievement for pupils and staff</li><li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li><li>• Ability to work constructively as part of a team</li><li>• Able to be positive and enthusiastic and sympathetic to the needs of others</li><li>• To have a positive attitude to personal development and training</li><li>• Ability to meet deadlines and use initiative</li><li>• Able to communicate clearly and excellent interpersonal skills with adults and young people</li></ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of child protection and safeguarding procedures</li><li>• Excellent ICT and administration skills</li></ul>	<ul style="list-style-type: none"><li>• A good understanding of statutory educational frameworks, including</li></ul>

		Safeguarding and the SEN Code of Practice
<p><b>PERSONAL QUALITIES AND CHARACTERISTICS</b></p>	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• Excellent communication skills, both oral and written</li> <li>• Resilience and Stamina when faced with complex and demanding situations</li> <li>• Confidence to hold firm with parents, staff and students when challenged in order to maintain school standards</li> <li>• The drive to help ensure EBC is the best education provider in the area</li> <li>• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents. staff and outside agencies</li> <li>• Commitment to the promotion of equality of opportunity</li> <li>• Loyalty to the College</li> </ul>	