

Person Specification Pastoral Manager

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Director
Grade	6 £23,432 - £29,089 per annum
Hours	37 hours a week term time only plus 3 weeks (41 weeks) A flexible approach to working hours with occasional weekend and evening work is required.
Location	Based at Stoke Park School, with a requirement to travel to undertake work at or for academies within the Trust

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE Maths and English at Grade C or above A relevant degree level qualification or equivalent 	<ul style="list-style-type: none"> Evidence of professional development in a relevant discipline e.g. coaching, mentoring 	Application form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Able to engage learners and maintain discipline Highly organised; can prioritise and work well under pressure Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, parents and other professionals IT literate including Microsoft word, excel and outlook Able to be proactive, pre-empting student needs Good listening and problem solving skills 		Application form Interview Test

<p>Skills and Abilities continued</p>	<ul style="list-style-type: none"> • Ability to deal with situations calmly and efficiently • Able to demonstrate empathy; to be supportive, patient and caring • Able to demonstrate a commitment to school improvement and raising achievement for all students • Able to understand curriculum content and make it accessible to students; explaining tasks simply and clearly and adapting resources • Able to work as a member of a team and liaise effectively with others • Able to work with guidance and under supervision, but also to demonstrate initiative in order to respond to a range of challenges • Able to maintain a consistently positive approach and give constructive feedback to students • Adapt to changing role requirements • Able to keep accurate written records and assist with monitoring and evaluation • Able to interpret and use written and numerical data 		<p>Application form Interview Test</p>
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<p>Skills and Abilities continued</p>	<ul style="list-style-type: none"> • Able to devise and implement action plans for individual and groups of students • Able to adapt and modify materials and resources to make them accessible to students • Able to support the implementation of the school's Behaviour Policy • Able to work as an effective team member and work on own initiative • Able to maintain confidentiality and data security • Able to consistently produce high quality work • Able to build relationships with external agencies that can support the needs of learners 		<p>Application form Interview Test</p>
<p>Experience</p>	<ul style="list-style-type: none"> • A minimum of 2 years' classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. • Providing individual support for children and young 	<ul style="list-style-type: none"> • Working with agencies to support hard to reach students 	<p>Application form Interview</p>
<p>Knowledge and understanding</p>	<ul style="list-style-type: none"> • An excellent understanding of the needs and characteristics of young people • An appreciation of different learning styles associated with the 		<p>Application form Interview Test</p>

<p>Knowledge and understanding continued</p>	<p>development of young people and potential barriers to learning</p> <ul style="list-style-type: none"> • A good understanding of opportunities beyond 16-18 education and the demands of this transition on young people. • Good understanding of the roles played by various adults in the education of young people • A sound knowledge of the nature of work undertaken by a Secondary School • Issues pertaining to safeguarding children and young people 		<p>Application form Interview Test</p>
<p>Other requirements</p>	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 		<p>Application form Interview</p>

Person specification reviewed by: Natalie Rock, Headteacher

Date: February 2022