WEST BROMWICH COLLEGIATE ACADEMY

SHIRELAND COLLEGIATE ACADEMY TRUST

Person Specification – Pastoral Manager

Category	Essential	Desirable	Method of Assessment
Physical	• Smart business-like appearance • Excellent verbal and written communication skills • Confidence	• Presence	Application form and interview
Qualifications	• Literacy skills (GCSE in English required) • Numeracy skills (GCSE in Maths required) • Knowledge of ICT (Post requires effective use of ICT software such as SIMS/Excel)	• Coaching/training qualification • Educated to graduate level	Application form and interview
Experience	• Experience of record keeping • Experience of building positive relationships with young people • Experience of a fast-paced, pre-dominantly operational job role	• Previous management responsibility • Experience of working with challenging young people. • Experience of effectively liaising with a range of departments/agencies • Knowledge of behaviour management strategies • A form of prior work with young people, whether mentoring/coaching/teaching capacity	Application form and interview
Training	• Willingness to undertake training as required	• A desire for self improvement	Application form and interview.

Circumstances	• Ability to attend evening meetings • Ability to work flexibly to support students on alternative timetables • Ability to work during some school holiday periods • Ability to attend Academy open and parents' evenings • Ability to attend all Academy special events	• A desire for a career within Pastoral support	Application form and interview
Disposition	• Ability to add value to a highly motivated, capable, efficient team • To be an excellent team player • Ability to support, influence and motivate students • Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds • Ability to remain calm under pressure and mange conflicting demands • Personal drive to do the best by staff and students	• A sense of humour • Ambition • A willingness to reflect on impact/experiences	Application form and interview
Work place experience	• Ability to manage and prioritise a diverse and demanding workload • Good organisational and time management skills • Ability to work with an attention to detail and a commitment to the highest possible quality standards • Ability to work with tact and diplomacy • Personal resilience		Application form and interview
Practical and Intellectual Skills	• Ability to analyse, assess and interpret a range of data and information sources.	• Willingness to lead on projects relating to data analysis, student performance and pastoral care.	Application form and interview

	• Excellent written and verbal communication skills. • Ability to adapt communication tone and style to meet the needs of differing target audiences. • ICT literate with a desire and ability to develop new skills. • Ability to manage and prioritise workload effectively. • Ability to work as a member of a diverse team. • Good understanding of diversity of needs. • Ability to interpret information and compile detailed reports.		
Legal Requirements	• Enhanced Criminal Records Bureau Check.		Post application