

Personnel Specification

Post: Pastoral Manager

	Essential	Desirable
Qualifications	NVQ Level 3 or equivalent GCSE (or equivalent) English and Maths Grade 5 or above	
Experience	Previous experience working with young people who have need of additional support e.g. those with behavioural difficulties, attendance issues, family problems, etc. Experience of working with a range of agencies Previous experience of working in a school environment	Working with young people on a sustained one-to-one basis in a variety of settings Developing inter-agency links working in an inter-agency approach Prioritising and managing ones own caseload Delivering group work Supporting students with special educational needs Secondary School experience
Skills	Experience of working with a range of agencies Ability to use initiative Ability to meet set deadlines by prioritising work Accurate and well organised approach to work Ability to use computers and new technology systems Ability to work unsupervised Ability to work within a team Ability to respond flexibly to a diversity of situations and needs Ability to resolve conflict Presentation skills – production of reports and plans Ability to establish and work to targets	IT literacy Ability to negotiate and consult Responsible, adaptable, resourceful and persuasive Enterprising and innovative Empathic and sensitive to students needs Tact and diplomacy Experience of prioritising own workload

	Essential	Desirable
Personal Qualities	<p>Effective team player</p> <p>Sensitive inter-personal skills</p> <p>Hardworking, committed, personable, cheerful, discreet, confident and able to represent the school at all levels</p> <p>Good judgement</p> <p>Confident management skills</p> <p>Commitment to social inclusion</p> <p>Commitment to own professional development</p> <p>Open minded, non-judgemental and objective</p>	
Interpersonal Skills and Communication	<p>Ability to communicate effectively verbally and in writing</p> <p>Is sensitive to situations and able to adjust behaviour and communication to suit the circumstances</p> <p>Ability to promote effective relationships with and between students, colleagues, parents and other professionals</p>	

Beverley High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment

Enhanced DBS Clearance is required for this post