



BLEAK HILL PRIMARY SCHOOL

Person Specification - Pastoral Lead


















Key:

E = Essential
D = Desirable

Key:

AF Application From
I Interview
R Reference
T Task

Qualifications and Training		
To have a minimum of a Level 3 qualification in a curriculum/education related subject or in Teaching & Learning Support	E	AF
NVQ Level 2 or higher qualification in English/Literacy and Mathematics/Numeracy	E	AF
Child Protection and Safeguarding Training	E	AF
Evidence of continued personal and professional development	E	AF
Counselling qualification	D	AF
Knowledge		
To understand and promote an inclusive education including the happiness, well-being, self-esteem and progress of all pupils	E	A,I,R
Sound knowledge and understanding of pupils' educational, physical and emotional development	E	A,I,R
To have knowledge of and the ability to use effective strategies to promote positive behavior	E	A,I,R
Knowledge of current educational issues	E	A,I
Knowledge of national requirements relating to safeguarding and attendance	E	A,I,R
Knowledge of local support mechanisms for families	E	A,I,R
Knowledge of EHAT Assessment forms	E	A,I
Understanding of child protection procedures and safeguarding	E	A,I,T
Personal Skills and Attributes		
Ability to engage and relate to a wide range of young people and families with different ethnic and social backgrounds	E	A,I,R
High standards and expectations of self and for each and every child	E	A,I,R
Ability to establish and review targets proactively	E	A,I,R
Ability to communicate effectively with pupils, staff, parents, governors the school community and other agencies	E	A,I,R
Commitment to teamwork and the ability to relate to others as members of a team	E	A,I,R
Ability to plan, prioritise and organize own workload	E	A,I,R,T
Ability to identify potential barriers to learning	E	A,I,R
Ability to produce and analyse data and proactively formulate actions plans	E	A,I,R
Ability to take relevant action, in response to data, to improve outcomes for children	E	A,I,R
Ability to proactively develop and lead activities	E	A,I,R,T

 Excellent written and oral communication skills	E	A,I,T
 Ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	A,I,R
 Excellent interpersonal skills and emotional intelligence	E	A,I,R
 Excellent time management skills	E	A,I,R,T
 ICT skills to retrieve data from Sims, track and manage pupil attendance, record appropriate information on systems and use email confidently	E	A,I,R,T
 Demonstrate commitment to pastoral care and welfare of students	E	A,I,R
 Ability to work effectively and respectfully with post holders at all levels within the school	E	A,I,R
 Ability to work with a diverse range of external agents and stakeholders	E	A,I,R
 Willingness to learn from others and share good practice	E	A,I
 An enthusiasm for involvement with all members of the school and the wider community	E	A,I
 A willingness to help enrich and enhance the pupils' national curriculum requirements eg after school activities	E	A,I
 Excellent record keeping skills	E	A,I
Experience		
 Background in teaching and learning, counselling or social care	E	A,I
 Experience of working in a primary school setting	D	A,I
 Experience of working in safeguarding and child protections	E	A,I
 Experience of working with children with a range of different needs	D	A,I,R
 Experience of leading in child protection, child in need, family action and core group meetings	D	A,I,R