

**Robins Lane Primary School**  
**Person Specification: Pastoral Manager**



Attributes	Essential	Desirable	Criteria Identified By AF= Application Form I=Interview R=References
Education & Training	<ul style="list-style-type: none"> <li>• GCSE qualifications (or equivalent) in Maths and English - Grade C and above</li> <li>• Child protection and safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level qualification in relevant field</li> <li>• First Aid qualifications</li> <li>• Counselling training / qualification</li> <li>• Teaching or Learning Assistant qualifications or other relevant qualifications</li> <li>• Behaviour management strategies</li> </ul>	AF
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of current educational issues</li> <li>• Knowledge of national requirements relating to safeguarding and</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local support mechanisms for families</li> </ul>	AF / I

	attendance		
Experience	<ul style="list-style-type: none"> <li>• Background in teaching, counselling, youth work, careers or social care</li> <li>• Experience of working in safeguarding and child protection</li> <li>• Previous experience of being a Pastoral Manager or Parent/Family Support Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a primary school setting</li> <li>• Experience in a pastoral role in school</li> <li>• Experience of working with children with a range of different needs</li> <li>• Experience of arranging family learning and supporting activities</li> <li>• Experience of leading in child protection, child in need, family action and core group meetings</li> </ul>	AF / I / R
Skills & Abilities	<ul style="list-style-type: none"> <li>• Ability to engage and relate to a wide range of young people and families with different ethnic and social backgrounds</li> <li>• High standards and expectations of self and for each and every child</li> <li>• Ability to establish and review targets proactively</li> <li>• Ability to communicate effectively with pupils, staff, parents, governors, the school community and other agencies</li> <li>• Commitment to teamwork and ability to relate to others as members of a team</li> <li>• Ability to plan, prioritise and organise own workload</li> <li>• Ability to identify potential barriers to learning</li> <li>• Ability to produce and analyse data and proactively formulate</li> </ul>		AF / I / R

	<p>actions plans</p> <ul style="list-style-type: none"><li>• Ability to take relevant action, in response to data, to improve outcomes for children</li><li>• Ability to proactively develop and lead activities</li><li>• Excellent written and oral communication skills</li><li>• Excellent inter-personal skills and emotional intelligence</li><li>• Ability to prioritise and organise work load</li><li>• Excellent time management skills</li><li>• Computer skills to retrieve information form SIMS, track and mange pupil attendance, record appropriate information on the system, send and respond to emails with attachments</li><li>• Ability to mentor individual learners</li><li>• Demonstrate commitment to pastoral care and welfare of students</li><li>• Ability to work equally well as an individual and as part of a team</li><li>• Act as a positive role model to students and staff, demonstrating fairness, tolerance and promoting equality, justice, courtesy and respect</li><li>• Be able to demonstrate a clear understanding of school's priorities as set out in the School Improvement Plan and School Action Plan</li><li>• Ability to evaluate a situation and respond proactively</li></ul>		
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	<ul style="list-style-type: none"> <li>• Ability to seek solutions to problems</li> <li>• Ability to work effectively and respectfully with post holders at all levels within the school</li> <li>• Ability to work with a diverse range of external agents and stakeholders</li> </ul>		
Personal Qualities	<ul style="list-style-type: none"> <li>• Professional role model</li> <li>• Good interpersonal skills and public relations</li> <li>• Dedication to hard work</li> <li>• Willingness to learn from others and to share good practice</li> <li>• An enthusiasm for involvement with all members of the school and wider community</li> <li>• Ability to influence others by sharing and presentation of ideas</li> <li>• Willingness to help enrich and enhance the pupils' national curriculum requirements, e.g. after school clubs, 'friends' activities etc</li> <li>• Ability to drive and engage with families off-site and at their home if required</li> <li>• Ability to challenge families with persistent absence and lateness</li> <li>• Ability to promote a positive view of the school</li> </ul>		AF / I / R



