

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: Pastoral Manager

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview References
Knowledge, skills & experience		
Understands the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and SEN	E	Application Interview
Understands the SEN Code of Conduct and its practical application	E	Application Interview
Previous experience of working with children	E	Application Interview References
Previous experience of working with children with additional needs or relationship seeking behaviour	E	Application Interview References
Knowledge / experience of inter-agency work	D	Application Interview References
Proficient computer skills, Microsoft packages	E	Application Interview
Strongly developed organisational skills	E	Interview References
Ability to use data to drive improvement	D	Application Interview
Ability to think on feet, work on own initiative and find solutions to problems	E	Application Interview References
Good interpersonal skills with strong two - way communication	E	Interview References
Ability to prioritise own work to meet deadlines and ensure most effective use of time	E	Interview References
Ability to work as a member of a team and be accountable	E	Application Interview References
Ability to manage people and resources	E	Application Interview References
Ability to inspire, motivate others and build confidence in the classroom	E	Application Interview References
Ability to handle conflict and change with optimism and resilience	E	Application Interview References
Ability to make a positive contribution to the wider life and ethos of the school	E	Application Interview

Personal qualities, values and attributes		
Promote an ethos and culture that supports the school's Relationships & Behaviour/SEND policy, promoting good outcomes for students with additional barriers	E	Application Interview
Desire to work with pupils with challenging and sometimes aggressive behaviour	E	Application Interview
Commitment to upholding the school ethos including; spiritual life, use of authority and maintaining discipline	E	Application Interview
Demands ambitious standards for all students; belief in the potential of everyone to learn and develop	E	Application Interview
Values all children equally	E	Interview
Conducts oneself with humour, diplomacy and integrity	E	Interview
Motivation to work in a school with children and young people	E	Application Interview
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview
Subject / post specific requirements		
4 or 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Maths	E	Application
Further qualifications in a relevant field e.g. Social work, teaching, Pastoral work, classroom support	D	Application
Willingness to take part in appropriate training and personal and professional development, so that practice is kept up to date and effective by reflecting on own practice.	E	Application Interview
Have gained/be working towards/ be willing to work towards Trauma informed practice training in a school setting.	E	Application Interview