

Aspire not to have more but to be more

Archbishop Oscar Romero

PERSON SPECIFICATION

ALL HALLOWS CATHOLIC COLLEGE

JOB TITLE: Pastoral Support Manager

The following list is indicative of the kind of person we are looking for but not all of these criteria are essential. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

| Requirements | Criteria | | Assessment | |
|---|-----------|-----------|-------------|------------------|
| | Essential | Desirable | Application | Interview / Task |
| Training, Qualifications & Skills | | | | |
| Good standard of literacy and numeracy / English and Maths GCSE at Grade C or equivalent | ✓ | | ✓ | |
| Good office admin ICT skills | ✓ | | | ✓ |
| Good database skills, able to enter, extract analyse and present data | ✓ | | | ✓ |
| Excellent communication and interpersonal skills | ✓ | | | ✓ |
| Able to formulate plans | ✓ | | | ✓ |
| Able to negotiate with others | ✓ | | | ✓ |
| Able to relate effectively to young people and influence their behaviour | ✓ | | | ✓ |
| Able to identify potential barriers to learning and jointly engage in strategies / interventions to overcome these barriers | ✓ | | ✓ | ✓ |
| Ability to contribute to the monitoring of, and intervention in, cases of unauthorised absence and poor punctuality | ✓ | | ✓ | ✓ |
| Able to engage in joint goal setting with an individual student as part of the learning action planning process | ✓ | | ✓ | ✓ |
| Able to work effectively with colleagues and form positive relationships | ✓ | | ✓ | ✓ |
| Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour | ✓ | | | ✓ |
| Experience | | | | |
| Experience of working with young people & families | ✓ | | ✓ | |
| Experience of working in a school environment | | ✓ | ✓ | |
| Experience of collaborative working with external organisations and agencies | ✓ | | ✓ | |
| Evidence of continued professional and or personal development | ✓ | | ✓ | |
| Professional Knowledge | | | | |
| Knowledge of relevant regulatory or legislative framework e.g. school attendance and safeguarding regulations | | ✓ | ✓ | ✓ |

| | | | | |
|---|---|---|---|---|
| Good working knowledge of school systems such as SIMs | | ✓ | ✓ | ✓ |
| Personal skills and qualities | | | | |
| Professional in manner, actions and appearance | ✓ | | | ✓ |
| Approachability | ✓ | | | ✓ |
| Flexibility | ✓ | | | ✓ |
| Ability to work confidentially and with discretion | ✓ | | | ✓ |
| Commitment to the College and the students we serve | ✓ | | | ✓ |
| Resilience | ✓ | | | ✓ |
| Sense of humour | ✓ | | | ✓ |
| A desire to develop & inspire others | ✓ | | | ✓ |

+ Honourable Purpose + Respect + Compassion + Cooperation
+ Stewardship +