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**PERSON SPECIFICATION**

**PASTORAL LEAD**

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| **CATEGORY** | **Essential** | **Desirable** |
| **QUALIFICIATIONS**  GCSE, or equivalent, English & Maths at Grade C or above  Recognised Counselling qualification | **\*** | **\*** |
| **EXPERIENCE**  Previous experience of working in schools  Experience of working with SIMS or a similar data management system  Safeguarding in schools trained | **\*** | **\***  **\*** |
| **SKILLS**  Excellent administrative and organisational skills  The ability to communicate effectively with students, staff, parents and other related professionals both orally and in writing  Attention to detail and accuracy  Ability to work with different agencies to improve student outcomes  Ability to work constructively as part of a team understanding roles and responsibilities, including own  Ability to absorb a wide range of information  Ability to build and form good relationships with young people, colleagues and other professionals  Be able to maintain confidentiality, acting in a professional manner at all times  Commitment to the highest standards of child protection  Minibus driver | **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\*** | **\*** |
| **KNOWLEDGE**  Working knowledge of Data Protection and GDPR  Knowledge of, and ability to utilise, ICT to access and retrieve information. Particularly Microsoft Word & Excel. | **\***  **\*** |  |
| **QUALITIES**  Suitable to work with children  Excellent communication skills, both oral and written    Outstanding emotional intelligence  Ability to learn from students, parents and other stakeholders  Readiness to show sensitivity and flexibility to suit the circumstances  Resilience and stamina when faced with complex and demanding situations | **\***  **\***  **\***  **\***  **\***  **\*** |  |

**Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974**

**Outstanding Achievement for All**