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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 aboveRecognised Counselling qualification | **\*** | **\*** |
| **EXPERIENCE**Previous experience of working in schoolsExperience of working with SIMS or a similar data management systemSafeguarding in schools trained | **\*** | **\*****\*** |
| **SKILLS**Excellent administrative and organisational skillsThe ability to communicate effectively with students, staff, parents and other related professionals both orally and in writingAttention to detail and accuracyAbility to work with different agencies to improve student outcomesAbility to work constructively as part of a team understanding roles and responsibilities, including ownAbility to absorb a wide range of informationAbility to build and form good relationships with young people, colleagues and other professionalsBe able to maintain confidentiality, acting in a professional manner at all timesCommitment to the highest standards of child protectionMinibus driver | **\*****\*****\*****\*****\*****\*****\*****\*****\*** | **\*** |
| **KNOWLEDGE**Working knowledge of Data Protection and GDPRKnowledge of, and ability to utilise, ICT to access and retrieve information. Particularly Microsoft Word & Excel. | **\*****\*** |  |
| **QUALITIES**Suitable to work with childrenExcellent communication skills, both oral and written Outstanding emotional intelligenceAbility to learn from students, parents and other stakeholdersReadiness to show sensitivity and flexibility to suit the circumstancesResilience 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**