

Person Specification: Pastoral Manager

1. Qualifications and Training:

Person Specification Criteria	Essential / Desirable
At least 5 x GCSE (A*-C) including Maths and English, or equivalent	Essential
Relevant qualification or training in safeguarding, pastoral support, behaviour management, attendance or child welfare.	Desirable
Willingness to undertake relevant professional development and training (including First Aid)	Essential

2. Knowledge and Experience:

Person Specification Criteria	Essential / Desirable
Experience of working with children or young people in an educational, pastoral, youth work or related setting.	Essential
Experience of supporting positive behaviour, promoting engagement and maintaining high expectations.	Essential
Understanding of factors affecting student attendance, punctuality, behaviour and engagement in learning.	Essential
Knowledge of safeguarding responsibilities and procedures for reporting concerns about children and young people.	Essential
Experience of working with parents, carers and colleagues to resolve concerns and improve outcomes for young people.	Essential
Experience of monitoring attendance, maintaining accurate records and contributing to targeted interventions.	Desirable
Experience of working with external agencies or supporting vulnerable and disadvantaged students.	Desirable
Experience of restorative approaches, conflict resolution or behaviour intervention strategies.	Desirable

3. Skills and Abilities:

Person Specification Criteria	Essential / Desirable
Ability to build positive, professional and respectful relationships with students, staff, parents and carers.	Essential
Ability to communicate clearly, confidently and sensitively with a range of stakeholders, including in challenging situations.	Essential
Ability to manage challenging behaviour calmly, fairly and consistently, maintaining appropriate boundaries.	Essential
Ability to identify concerns, assess situations and take timely action in accordance with school procedures.	Essential
Strong organisational skills, including the ability to prioritise competing demands and respond to changing circumstances.	Essential
Ability to maintain accurate records, monitor patterns and use information to inform appropriate action.	Essential
Ability to work independently, use initiative and recognise when concerns need to be escalated.	Essential
Ability to work collaboratively with colleagues to coordinate student support and improve outcomes.	Essential
Ability to use relevant IT systems for recording, monitoring, communication and reporting.	Essential
Ability to contribute to assemblies, rewards and initiatives promoting positive behaviour and attendance.	Desirable

4. Personal Qualities and Professional Attributes:

Person Specification Criteria	Essential / Desirable
Commitment to safeguarding and promoting the welfare of all children and young people.	Essential
Positive, resilient and solution-focused approach to supporting students.	Essential
High standards of professionalism, reliability, integrity and conduct.	Essential
Commitment to inclusion, equality of opportunity and removing barriers to learning.	Essential
Fair, consistent and empathetic approach, balancing high expectations with appropriate support.	Essential
Ability to remain calm, composed and professional under pressure.	Essential
Commitment to the school's values, expectations and behaviour-for-learning principles.	Essential
Proactive approach, demonstrating initiative, flexibility and willingness to take responsibility.	Essential
Ability to maintain confidentiality and exercise sound professional judgement.	Essential
Commitment to continuous improvement and achieving the best possible outcomes for all students.	Essential

5. Safeguarding and Equality:

Person Specification Criteria	Essential / Desirable
Understanding of the importance of following school safeguarding procedures and reporting concerns promptly to the DSL or appropriate designated officer.	Essential
Ability to maintain professional boundaries and handle sensitive information appropriately.	Essential
Commitment to equality, diversity and inclusion, treating students fairly and respectfully and challenging discriminatory behaviour.	Essential
Satisfactory pre-employment checks, including an enhanced DBS check and children's barred list check where legally applicable, references and other relevant safer recruitment checks.	Essential

Assessment and Selection:

Assessment Method	Criteria
Application form	Qualifications, knowledge, experience and relevant skills.
Interview	Communication, behaviour management, safeguarding awareness, professional judgement and personal qualities.
Selection activity (where appropriate)	Practical application of pastoral support, behaviour management and decision-making skills.
Shortlisting	Candidates must meet the essential criteria. Desirable criteria may be used to distinguish between candidates who meet the essential requirements.