

ST GILBERT'S CHURCH OF ENGLAND PRIMARY SCHOOL
POST OF PASTORAL LEAD
PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent in Maths, English or equivalent level of competency • Experience of safeguarding in schools • HLTA Status 	<ul style="list-style-type: none"> • First Aid Training
Experience	<ul style="list-style-type: none"> • Experience of working with young people and their families. • Experience of working successfully as a team. • Sound working knowledge of safeguarding • Experience of co-ordinating and chairing meetings • Experience of planning, monitoring and evaluating events and activities. • Experience of managing multiple tasks and keeping detailed records • Experience of teaching and learning 	<ul style="list-style-type: none"> • Previous experience in working with primary aged children and families • Knowledge and experience of working with a wide range of support agencies and services.
Expertise	<ul style="list-style-type: none"> • Commitment to the educational, social, spiritual and moral needs of all children • Be able to foster growth, self-esteem and independence • Be able to take the initiative • Ability communicate effectively to ensure a cohesive approach across school and be able to really listen • Ability to facilitate children's learning and development through mentoring, promoting and maximising educational achievement. • Ability to work effectively with IT. • Understand how external agencies work, what they do and when it would be beneficial to use them. 	<ul style="list-style-type: none"> • Experience of working closely with families
Personal Attributes	<ul style="list-style-type: none"> • Excellent relationships with staff, pupils and families • Ability to work as a team member • Positive behaviour management strategies • Be a strong reliable and dependable person, consistent in approach, maintaining humour, warmth and energy • Ability to work with tact and diplomacy • Ability to work under own initiative, be well organised, to identify priorities, seize opportunities and manage own work to meet targets and deadlines. • Enthusiastic and reliable • Proactive, flexible, creative and adaptable • Commitment to professional development 	

- | | | |
|--|---------------------------------------------------------------------------------------------------------------------------------------|--|
| | <ul style="list-style-type: none">• Be open, honest and have a transparent approach.• Respect confidentiality. | |
|--|---------------------------------------------------------------------------------------------------------------------------------------|--|