

St Pauls C of E Primary School

Pastoral Support Lead Person Specification



Qualification and Training

Essential	Desirable
<ul style="list-style-type: none"> • A minimum of maths and English at GCSE or equivalent • Safeguarding training or a willingness to complete safeguarding training • Evidence of continued professional development 	<ul style="list-style-type: none"> • Training related to children and young people

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Working as part of a team • Working with children and/or young people within a school environment • Ability to relate well to children and adults • Ability and willingness to participate in training • Ability to observe, monitor and provide constructive feedback • Ability to understand the principles of child development and learning processes and in particular barriers to learning 	<ul style="list-style-type: none"> • Administration experience • Statistical handling • Working in a role with leadership responsibilities • Working in an attendance-related role

Knowledge

Essential	Desirable
<ul style="list-style-type: none"> • Ability to communicate effectively face to face, by telephone or written word with a diverse range of people • Problem-solving skills • The ability to pay attention to detail. • Strong written verbal communication skills 	<ul style="list-style-type: none"> • Proficiency in using ICT equipment and software

- Knowledge of data protection regulations.
- The ability to read and compile statistical data

Personal Traits

The successful candidate will have

- High expectations of self and professional standards.
- The ability to work as both part of a team and independently.
- The ability to maintain successful working relationships with colleagues.
- The ability to relate to children and/or young people.
- Excellent attendance and punctuality.

Additional Requirements

The successful candidate will have

- Evidence of an enhance DBS check, or willingness to undertake one.
- Suitable references from their previous employer.