

## Person Specification – Pastoral Co-ordinator

### Qualifications

- Minimum 5 GCSEs A-C including Maths and English (or equivalent) **Essential**

### Experience

- Working with young people **Essential**
- Working effectively as part of a team supporting young people **Desirable**
- Use of basic IT systems: email, word, excel or similar **Essential**
- Working effectively within a school environment **Desirable**
- Working with mental health challenges **Desirable**

### Skills, Knowledge and Understanding

- Creative approach to problem solving **Essential**
- Good levels of ICT skills **Essential**
- Excellent written and oral communication skills with internal and external people at all levels **Essential**
- Ability to deal with enquiries in a professional and sensitive manner **Essential**
- Awareness of GDPR and confidentiality **Essential**
- Ability to prioritise workload and work to deadlines effectively **Essential**
- Ability to maintain high standards under pressure **Essential**
- Capacity to show initiative and take responsibility **Essential**
- Ability to work cohesively as part of a team **Essential**
- Knowledge of local safeguarding/Child protection procedures **Desirable**

### Personal Qualities

- Adaptable and flexible **Essential**
- Ability to inspire, support and energise others to achieve a common purpose **Essential**
- Ability to relate well to young people **Essential**
- Ability to demonstrate and promote good practice **Essential**
- Commitment to the safeguarding and welfare of all students **Essential**
- Ability to work to deadlines **Essential**
- Discreet, confidential and professional manner **Essential**
- Commitment to regular and on-going professional development **Essential**
- Confident and resilient **Essential**
- Resolution focussed **Essential**