

WOODCOCK HILL PRIMARY SCHOOL
Person Specification

Job Title:	PASTORAL SUPPORT MANAGER
Salary/Grade/Allowance:	GRADE C
School Name:	Woodcock Hill Primary School
Location/Address:	Far Wood Road, Northfield, Birmingham. B31 1BS

Method of Assessment (M.O.A.)
A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation;

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Evidence of good practice and improved outcomes of pupils	AF/I
	Successful experience of working in a pastoral capacity	AF/I
	Experience of working as or alongside a Designated Safeguarding Lead	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Good behaviour management practice, skills, knowledge and understanding	AF/I
	Good administrative, communication and interpersonal skills	AF/I
	Good time management skills and ability to set and meet deadlines	AF/I
	Ability to lead and develop effective teams	AF/I
	Understanding of monitoring and evaluation	AF/I
	ICT competency	AF/I
	Enthusiastic and hardworking	AF/I
	Leading by example	AF/I
	Understands team dynamics and development	AF/I

	Self-starter, ability to be self-reflective	AF/I
	Ability to contribute to Pastoral Management Team	AF/I
	A commitment to involve parents and the community in the work of the school	AF/I
TRAINING	DSL training an advantage but not essential as up to date training can be provided	
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications		
PERSONNEL	Approachable, in all your work with those you lead, being supportive and a good listener	AF/I
	Motivate, engage and lead others to achieve success.	AF/I
	Sets self and others high standards and targets and achieves them	AF/I
	Generosity with personal time and effort	AF/1