

# 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*