

# Whitburn Church of England Academy

## Person Specification



**Post Title: Pastoral Year Leader – Sixth Form**

The means of assessment of these requirements are indicated in the brackets above; (A) - Application Form, (I) – Interview and (R) – References. Those requirements that are to be demonstrated in the application form (A) will be used for the purpose of short listing.

Essential Requirements	Desirable Requirements (A)
<p><b>Skills, Knowledge and Aptitude:</b></p> <ul style="list-style-type: none"> <li>• English &amp; Maths GCSE (Grade C or 4 or above) (A)</li> <li>• Relevant training in specialist areas and strong evidence of continued professional development (A)</li> <li>• ICT Literate - competent in the use of SIMS, G4S, Teams and CPOMS (A/I/R)</li> <li>• Understanding of young people’s emotional and social needs (A/I/R)</li> <li>• Understanding of the barriers to academic progress in post 16 students</li> <li>• Understanding the Sixth Form curriculum and other learning programmes and learning strategies (A/I)</li> <li>• Policy and Regulatory knowledge for Safeguarding and pastoral areas (A/I)</li> <li>• Safeguarding Training (willingness to undertake DSL training)</li> <li>• Outstanding communication skills including conflict resolution and de-escalation (A/I/R)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ or similar in Mentoring Level 3</li> <li>• Counselling Qualification</li> <li>• First aid / Medication trained</li> <li>• Prevent Training and British Values agenda</li> <li>• Multi Agency Referral training</li> <li>• Educational databases (SIMS) and safeguarding systems (CPOMs)</li> <li>• Understanding of legislation and obligations to LAC</li> <li>• Undertake relevant and appropriate CPD</li> </ul>
<p><b>Experience. The Ability to:</b></p> <ul style="list-style-type: none"> <li>• Work with or care for children (of secondary school age) professionally (A/I/R)</li> <li>• Advise teaching and pastoral staff on strategies to support social and emotional needs of students. (A/I/R)</li> <li>• Build positive relationships through parental liaison and other agencies (A/I/R)</li> <li>• Write Student Support Plans with the purpose of removing barriers to learning</li> <li>• Collaborate with all stakeholders, parents, family, carers, staff, other students, agencies (A/I/R)</li> <li>• Contribute effectively in a multi-agency setting e.g. CP, CIN, Early Help (A/I/R)</li> <li>• Manage the needs of vulnerable and at risk learners (A/I/R)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Looked After Children, taking action as appropriate.</li> <li>• Co-ordinating home/school visits</li> <li>• Experience of supporting families</li> <li>• Experience and completion of Early Help Assessments</li> <li>• Accurate and detailed record keeping which meets the safeguarding standards required</li> <li>• Experience of monitoring attendance for Groups / individuals</li> </ul>
<p><b>Disposition</b></p> <ul style="list-style-type: none"> <li>• Excellent timekeeping / attendance (R)</li> <li>• Willing to learn new skills and act upon feedback given (A / R)</li> <li>• High levels of emotional resilience (I / R)</li> <li>• Able to use own initiative and willing to be flexible (R)</li> <li>• Effective working relationships with other people; co-operative and a team player (I / R)</li> <li>• High levels of integrity and trustworthiness (R)</li> <li>• Relates well to and enjoys working with children (I / R)</li> <li>• Absolute commitment to students and their learning above all else (I / R)</li> </ul>	
<p><b>Special Requirements</b></p> <ul style="list-style-type: none"> <li>• No adverse criminal record (A - ROA1 form and enhanced DBS clearance)</li> <li>• No adverse disciplinary record (R)</li> </ul>	