



St Bernard's Catholic High School

Part of the Mater Christi Multi Academy Trust

PERSON SPECIFICATION FOR ASSISTANT PASTORAL LEADER

NOTE: Candidates must address criteria assessed by application [A] in their letter. Candidates failing to meet any of the essential criteria will automatically be excluded.

E = Essential	A = Application Form
D = Desirable	I = Interview
	R = Reference

Assistant Pastoral Leader

[A] Qualifications, Experience and Professional Development

	E/D	A/I/R
Experience:		
● Experience of working with children of relevant age in a learning environment	E	A/I
● Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection	D	A/I
● Working knowledge and experience of implementing national curriculum and other learning programmes/strategies	D	A/I
● A good understanding of child development and learning processes	E	A/I
● Understanding of statutory frameworks relating to teaching.	D	A/I
● Experience of liaising with external agencies	D	A/I
● Other Qualifications:		
● NVQ Level 2 Teaching Assistant or equivalent qualification related to working with children and/or young people.	D	A/R
● Specialist skills/training in curriculum behaviour/emotional support.	D	A/I/R
● Knowledge of behaviour management strategies and support programs	D	I/R
● Knowledge and understanding of Children Looked After legislation	D	I/R
Professional Development:		
● Recent Professional Development	D	A/R
● Experience as a Pastoral Support Officer	D	A/I

[B] Personal Skills and Attributes

The ability to ...

● Use ICT to support learning	D	A
● Work constructively independently and as part of a team	E	I/R
● Relate well to children and adults	E	I
● Constantly improve own practice/knowledge through self-evaluation and learning from others	E	I/R
● Keep records and all documentation pertaining to meetings/contact with children and young people, their families and external agencies	E	I
● Prioritise and manage own workload	E	I
● Evaluate, assess and formulate improvements to current working practices	E	I

[C] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, job description and person specification.

If written references are not received for the successful candidate no appointment will be made until satisfactory references are received.