## Ellesmere Port Catholic High School

## PASTORAL SUPPORT MANAGER - PERSON SPECIFICATION

For the following criteria: E denotes essential / D denotes desirable

| Personal Skills |  |
| :---: | :---: |
| To work and communicate effectively with colleagues in school | E |
| To establish good relationships with children whilst setting firm boundaries | E |
| To work creatively with children to identify strengths and targets for development/achievement | E |
| To draw up action plans to meet targets | E |
| To demonstrate empathy, communication, listening and interpersonal skills when dealing with children, colleagues and parents/carers | E |
| To demonstrate a positive attitude to working with challenging pupils | E |
| To negotiate effectively with families/carers and support agencies | E |
| To work with small groups of children | E |
| To demonstrate good self-organisation skills | E |
| To demonstrate a sense of humour | E |
| To identify and liaise with appropriate resources and agencies of support | D |
| To demonstrate good administrative skills including report writing | D |
| To demonstrate teamwork skills | E |
| To demonstrate the ability to work flexibly with adaptability | E |
| To demonstrate a willingness to undertake training | E |


| Knowledge and Understanding |  |
| :--- | :---: |
| Issues relating to social exclusion and an understanding of these issues | E |
| Methods of setting realistic programmes for disaffected and underachieving children | D |
| Local services and resources for children, young people and their families | D |
| Awareness of child protection issues and procedures | E |
| Awareness of data protection and confidentiality procedures | E |


| Qualifications |  |
| :--- | :---: |
| Evidence of relevant full time further and / or higher education | E |
| Evidence of English and Maths at GCSE (A-C) or equivalent | E |
| Evidence of recent and continuing professional development | E |


| Experience |  |
| :--- | :---: |
| Working with secondary aged children | D |
| Working with families /carers | E |
| Working with children with Special Educational Needs | E |
| Involvement with Community Organisations | D |
| Working with a range of external agencies |  |

