

**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	Е
To establish good relationships with children whilst setting firm boundaries	Е
To work creatively with children to identify strengths and targets for development/achievement	E
To draw up action plans to meet targets	Е
To demonstrate empathy, communication, listening and interpersonal skills when dealing with children, colleagues and parents/carers	Ε
To demonstrate a positive attitude to working with challenging pupils	Е
To negotiate effectively with families/carers and support agencies	Е
To work with small groups of children	Е
To demonstrate good self-organisation skills	Е
To demonstrate a sense of humour	Е
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	Е
To demonstrate the ability to work flexibly with adaptability	Е
To demonstrate a willingness to undertake training	Е
Knowledge and Understanding	
Issues relating to social exclusion and an understanding of these issues	Е
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	Е
Awareness of data protection and confidentiality procedures	Е
Qualifications	
Evidence of relevant full time further and / or higher education	Е
Evidence of English and Maths at GCSE (A-C) or equivalent	Е
Evidence of recent and continuing professional development	Е
Experience	
Working with secondary aged children	D
Working with families /carers	Е
Working with children with Special Educational Needs	Е
Involvement with Community Organisations	D
Working with a range of external agencies	D