

PERSON SPECIFICATION

Pastoral Coordinator

QUALIFICATION AND TRAINING	ESSENTIAL	DESIRABLE
Educated to minimum GCSE Maths and English A*-C / 9-5 or equivalent qualification	•	
Professional Development: counselling; mentoring; safeguarding/child protection		•
Commitment to obtain Designated Safeguarding Lead status	•	
Other training and qualifications relevant to the post, e.g. bereavement, self-harm, suicide prevention, neglect, CSE, CCE, Mental Health First Aid.		•
KNOWLEDGE AND EXPERIENCE		
Recent Secondary School Experience and working with children and young people to overcome barriers to their personal, social or learning development.		•
Experience and knowledge of working with school pastoral structures	•	
Understanding of successful strategies for meeting the needs of all students	•	
Strategies and interventions to improve student engagement, attendance and behaviour	•	
Working knowledge of common ICT applications, especially Microsoft Word and Excel.	•	
Data Handling – evidence of intelligent use of data and tracking to improve the quality of behaviour and attendance.		•
Working collaboratively with outside agencies to contribute to positive outcomes; e.g. CAMHS, Children Services, etc		•
Detailed knowledge of relevant legislation, e.g. Keeping Children Safe in Education, Working Together to Safeguard Children		•
PERSONAL QUALITIES AND SKILLS		
Evidence of the highest levels of personal and professional integrity	•	
Excellent interpersonal and communications skills, both written and oral (students, parents, staff, outside agencies).	•	
Able to build and maintain positive relationships	•	
Demonstrate a passionate belief in the ability of every student to achieve	•	
Ability to work under pressure and meet deadlines	•	
Flexible approach to working hours.	•	
Initiative and problem solving skills.	•	
Ability to adhere policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities.	•	
Commitment to own personal and professional development.	•	
Support the Catholic ethos of the Multi Academy	•	

Our Lady of the Magnificat is committed to the safeguarding and wellbeing of all students