**Little Ilford School**

**Personal Specification**

## **Deputy Pastoral Achievement Leader**

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|  | **Criteria** | **Essential** | **Desirable** |
| 1. | Educated to a good academic level and have a high level of numeracy and literacy. Minimum C grade GCSE in Maths and English or equivalent | √ |  |
| 2. | Support Staff - high level youth work/counselling qualifications | √ |  |
| 3. | Considerable experience of working pastorally with children including safeguarding | √ |  |
| 4. | Calm, decisive, unflustered and warm manner | √ |  |
| 5. | An understanding of current educational issues | √ |  |
| 6. | Evidence of organisational ability, including planning, coordinating and managing change | √ |  |
| 7. | Able to demonstrate a degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision | √ |  |
| 8. | Experience of SIMS and data analysis |  | √ |
| 9. | Strong behaviour management skills | √ |  |
| 10. | The ability to work as part of a team; fostering open discussions/dialogue in any professional or personal environment. Ensuring that communications are transparent and respectful | √ |  |
| 11. | To show professionalism at all times, i.e. conduct yourself with responsibility, integrity, accountability, and excellence in anything you do | √ |  |
| 12. | Communicate effectively and appropriately and seek out ways to be productive | √ |  |
| 13. | The ability to meet deadlines/discuss any delays with the staff member in advance | √ |  |
| 14. | Maintaining privacy and confidentiality of information when applicable | √ |  |
| 15. | Experience of coordinating staff. |  | √ |
| 16. | Computer literate – MS Office, Google Suite, etc. | √ |  |
| 17. | Commitment to safeguarding and equality | √ |  |
| 18. | Commitment to maintaining confidentiality at all times | √ |  |
| 19. | Commitment to school and LA Equal Opportunities Policy & Practice | √ |  |
| 20. | Excellent attendance and punctuality | √ |  |