



PERSON SPECIFICATION
Pastoral Year Group Manager

<p>Education and Training</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Willingness to participate in relevant training and development opportunities. • Good standard of education with relevant qualifications appropriate to the post. • Qualifications at GCSE level or equivalent in Maths and English. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • NVQ Level 4 or equivalent qualification in relevant discipline. • First Aid training or willingness to undertake appointed person certificate in First Aid. • Child Protection training. • Training in the literacy/numeracy strategy. • Training in Special Educational Needs strategies.
<p>Relevant Experience</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Recent and relevant experience of working with children within an education setting, within a specified age range/subject area. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience of working in an Academy environment.
<p>Aptitude and Skills</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to build effective working relationships with all pupils and colleagues. • Ability to promote a positive ethos and role model positive attributes. • Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate. • Ability to adapt own approach in accordance with pupil needs. • Understanding of statutory frameworks relating to teaching & learning. • Ability to continually develop and extend own working practices. • Working knowledge of relevant policies/codes of practice/legislation. • Understanding of national curriculum and other basic learning Programmes/techniques (within specified age range/subject area) e.g. knowledge of core subjects. • Understanding of principles of child development, learning styles and independent learning. • Experience of resources preparation to support learning programmes. • Effective use of ICT to support learning. • Excellent communication skills. • Excellent numeracy and literacy skills. • Be able to maintain confidentiality. • Excellent listening skills. • The ability to manage behaviour of children in a positive and supportive manner. • General awareness of inclusion, especially within an Academy setting. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Relevant knowledge of First Aid. • Knowledge of Child Protection. • Equal Opportunities and recognising the nature of the diverse Academy community. • Understanding of basic technology – computer, video, photocopier etc.

**Personal Qualities
to include**

- Friendly, approachable and professional manner.
- Calm approach.
- A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy.
- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
- Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.
- Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.