



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	D