

Person Specification – BMS Pastoral Manager

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart business-like appearance • Excellent verbal and written communication skills • Confidence 	<ul style="list-style-type: none"> • Presence • 	Application form and interview
Qualifications	<ul style="list-style-type: none"> • Literacy skills (GCSE in English required) • Numeracy skills (GCSE in Maths required) • Knowledge of ICT (Post requires effective use of ICT software such as SIMS/Excel) 	<ul style="list-style-type: none"> • Coaching/training qualification • Educated to graduate level 	Application form and interview
Experience	<ul style="list-style-type: none"> • Experience of record keeping • Demonstrable experience of building positive relationships with young people. • Experience of a fast-paced, predominantly operational job role. 	<ul style="list-style-type: none"> • Previous management responsibility • Experience working with challenging young people. • Experience of effectively liaising with a range of departments/agencies • Knowledge of behaviour management strategies • A form of prior work with young people, whether mentoring/coaching/teaching capacity • 	Application form and interview
Training	<ul style="list-style-type: none"> • Willingness to undertake training as required 	<ul style="list-style-type: none"> • A desire for self improvement 	Application form and interview.
Circumstances	<ul style="list-style-type: none"> • Ability to attend evening meetings. • Ability to work flexibly to support students on alternative timetables – BMS service are active between 8 AM – 6 PM. • Ability to work during some school holiday periods. • Ability to attend Academy open and parents' evenings. 	<ul style="list-style-type: none"> • A desire for a career within Pastoral support. 	Application form and interview

	<ul style="list-style-type: none"> • Ability to attend all Academy special events • Ability to work Saturday mornings as required. 		
Disposition	<ul style="list-style-type: none"> • Ability to add value to a highly motivated, capable, efficient team. • To be an excellent team player. • Ability to support, influence and motivate students. • Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds • Ability to remain calm under pressure and manage conflicting demands. • Ability to manage and prioritise a diverse and demanding workload. • Good organisational and time management skills. • Ability to work with an attention to detail and a commitment to the highest possible quality standards. • Ability to work with tact and diplomacy. • Personal resilience. 	<ul style="list-style-type: none"> • A sense of humour. • Ambition. • A willingness to reflect on impact/experiences. • Personal drive to do the best by staff and students. 	Application form and interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Ability to analyse, assess and interpret a range of data and information sources. • Excellent written and verbal communication skills. • Ability to adapt communication tone and style to meet the needs of differing target audiences. • ICT literate with a desire and ability to develop new skills. • Ability to manage and prioritise work load effectively. 	<ul style="list-style-type: none"> • Willingness to lead on projects relating to data analysis, student performance and pastoral care. 	Application form and interview

	<ul style="list-style-type: none"> • Ability to work as a member of a diverse team. • Good understanding of diversity of needs. • Ability to interpret information and compile detailed reports. 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Criminal Records Bureau Check. 	•	Post application