

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, pre-dominantly 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. Ability to attend all Academy special events Ability to work Saturday mornings as required. 	<ul style="list-style-type: none"> A desire for a career within Pastoral support. 	Application form and interview
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. 	<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

	<ul style="list-style-type: none"> • 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. 		
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. • Ability to work as a member of a diverse team. • Good understanding of diversity of needs. • Ability to interpret information and compile detailed reports. 	<ul style="list-style-type: none"> • Willingness to lead on projects relating to data analysis, student performance and pastoral care. 	Application form and interview
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Criminal Records Bureau Check. 	<ul style="list-style-type: none"> • 	Post application