

PERSON SPECIFICATION – Pastoral Support Co-ordinator

To carry out the responsibilities of this post effectively, the role will require the following qualifications, management and personal skills, attributes and experience.

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Designated Person for Child Protection training Evidence of personal commitment to CPD Minimum GCSEs in English and Maths and A levels 	<ul style="list-style-type: none"> QTS Educated to degree level
SEND/CP background	<ul style="list-style-type: none"> Has a clear picture for what quality SEND provision should look like Experience of leading successful SEND initiatives Experience of initiating and completing paperwork for TAF meetings, CAFs and EHAs Experience of working alongside families to bring about positive changes Have a sensitive approach to dealing with families and staff Has a good working knowledge of SEND framework and national policy 	<ul style="list-style-type: none"> Has completed reports for CIN or CP meetings
Management of TAs	<ul style="list-style-type: none"> Be able to work alongside and train staff, giving encouragement and support Be able to coach and mentor individuals, to challenge and inspire them and lead by example Have experience of building and sustaining effective working relationships with staff, parents, and other stakeholders To plan, prioritise, organise, delegate and co-ordinate own work Have a commitment to the professional development of TAs Have a clear understanding of, and commitment to safeguarding procedures 	<ul style="list-style-type: none"> Has experience of the management of safe-guarding procedures Has experience of working with governors Evidence of developing and contributing to SEND policies and action plans

Professional competence	<ul style="list-style-type: none"> • Commitment to inclusive practice • Experience of leading SEND initiatives • Can work with data to • Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues • Has strong ICT skills across a range of platforms 	<ul style="list-style-type: none"> • Experience of working in EYFS, KS1 and KS2
Communication	<ul style="list-style-type: none"> • Have excellent inter-personal skills, both with adults and children, with the ability to communicate clearly and effectively at all levels, (both orally and in writing) • Ability to take into account the views of others • Have the commitment and skills to further develop close partnership working with parents • Have an approachable, warm and empathetic communication style, while being able to deliver the 'hard' messages 	<ul style="list-style-type: none"> • Experience of wider work supporting the extended school community • Experience of effectively using digital communication
Personal attributes	<ul style="list-style-type: none"> • Enjoy working with children, and have a commitment to both their overall well-being and academic progress • Ability to manage time effectively and work to deadlines • Is a reflective leader and problem solver • Enjoy celebrating children's successes • Ability to think strategically and synthesise information quickly • A good team player • Good attention to detail and organisational skills • Have a calm, cheerful disposition, being able to cope with both successes and challenges with equanimity and humour • Have personal impact and presence; energy and perseverance; self confidence; reliability, enthusiasm 	<ul style="list-style-type: none"> • Remain positive even under difficult circumstances