

Person Specification

Role	Pastoral Leader & Year Group Pastoral Leader	Last Reviewed	May 2026
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Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*.

These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential /Desirable	How Assessed
	Personal Qualities		
II3	Ability to organise your workload and prioritise accordingly	E	AF/SS/I
IC4	Excellent interpersonal skills with the ability to communicate in written and verbal forms to a variety of audiences. Highly developed interpersonal caring or training skills in order to meet the very demanding needs of pupils	E	AF/SS/I
S	Ability to work as part of a team and individually	E	AF
MC2	Good data entry skills	E	I
	Experience in working with young people	E	AF
	Ability to remain calm under pressure and manage challenging situations	E	AF/SS
	Committed to student welfare and achievement	E	AF/SS/I
	Knowledge & Skills		
K3	Ability to apply complex knowledge of procedures and systems and the operation of equipment to perform tasks	E	AF/SS
IC4	A proven track record of effective working with a variety of stakeholders	D	AF/SS
	Knowledge of pastoral care systems within schools, and understanding barriers to learning and student wellbeing needs	D	AF/SS

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ED3	Contact with people, which through their circumstances of behaviour which will have occasional emotional demands	D	AF/SS
	Technical		
AS3	Basic analytical skills and the ability to identify problems	E	AF/SS/I
	Experience		
	Experience working with children or young people in an educational setting	D	I/AF/SS
	An understanding of the diverse learning and social needs of young people.	D	I/AF/SS
	Experience supporting student wellbeing, behaviour, attendance, or safeguarding	D	I/AF/SS
	Qualifications		
	5 A*-C Grades GCSE including English and Maths	E	AF
	Educated to at least A Level standard or equivalent	D	AF
	Relevant post training	D	AF
	Service		
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I