Assistant Director of Pastoral and Academic Progress: Person Specification

AF – Application Form **SP – Selection Process**

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
▪ Minimum of 5 GCSE's at Grade C or above (or equivalent) including English and Maths	E	AF
▪ Relevant training courses developing own knowledge, skills and practice about how to best support vulnerable young people	D	AF
PROFESSIONAL EXPERIENCE		
▪ Experience of working in an educational setting/mentoring young people.	D	AF
▪ Ability to recognise safeguarding concerns.	E	AF/SP
▪ Experience of following procedures and instructions.	E	SP
▪ The ability to establish and develop successful working relationships with pupils.	E	SP
▪ Experience of dealing with challenging behaviour and difficult situations in a calm and professional manner	E	SP
KNOWLEDGE AND SKILLS		
▪ Good working knowledge and understanding of ICT	E	SP
▪ Ability to use word-processing, spreadsheet and database software	E	SP
▪ Ability to prioritise with effective decision-making skills	E	SP
▪ Ability to maintain resilience, demonstrate understanding and ensure solution-focused thinking	E	SP
▪ Excellent interpersonal and communication skills	E	SP

PERSONAL QUALITIES		
▪ Ability to work as part of a team and on own initiative	E	SP
▪ Self-motivated, with the ability to multi-task	E	SP
▪ Reflective, resilient, responsive and reliable	E	SP
▪ Organised, with effective planning skills	E	SP
▪ The ability to manage workload, prioritising in an effective manner.	E	SP
▪ A commitment to your own, and other's continuous professional development.	E	AF
▪ Personal commitment to the College's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding and Equality & Diversity policies.	E	AF