



## DORMANSTOWN PRIMARY ACADEMY

### Pastoral and Welfare Lead – Person Specification

Category	Essential	Desirable
<b>Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>• An understanding of legislation relating to academy attendance, safeguarding and child protection;</li> <li>• An ability to keep up to date with new legislation and best practice regarding attendance, safe guarding, child protection and family support; providing training, guidance and advice to others;</li> <li>• A knowledge and understanding of the education system and the local education authority;</li> <li>• Significant experience of working in a related area of work;</li> <li>• Educated to GCSE level or above;</li> <li>• Driving Licence and access to a car;</li> <li>• Positive Handling training and willingness to become a trainer;</li> <li>• Has an appropriate professional qualification, e.g. DipSW/DipConnexions / NPSLBA.</li> </ul>	<ul style="list-style-type: none"> <li>• Has a willingness to study for further appropriate professional qualification;</li> <li>• Experience of working with children and improving behaviour for learning;</li> <li>• Knowledge of a range of external agencies to support children and families.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise workloads and manage time effectively;</li> <li>• Demonstrable negotiating and problem solving skills;</li> <li>• Ability to relate and deal effectively with clients, colleagues and external agencies at all levels;</li> <li>• Ability to assimilate, analyse and action information from a variety of sources;</li> </ul>	<ul style="list-style-type: none"> <li>• A proven track record of innovation, coupled with a desire to further improve outcomes for young people and their families.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work with challenging families and be assertive, where appropriate;</li> <li>• Ability to work as an effective team member;</li> <li>• Self-motivation and ability to use initiative;</li> <li>• Excellent oral and written communication skills, including the preparation and sharing of a range of reports;</li> <li>• IT skills with practical knowledge of Microsoft;</li> <li>• Ability to work with others to review the effectiveness of the academy's performance and develop ways to continually improve;</li> <li>• Proven track record of effective time / personnel management.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to and understanding of Equal Opportunities and Child Protection;</li> <li>• Commitment to excellence to provide the best possible outcomes for children;</li> <li>• Excellent interpersonal skills;</li> <li>• Flexible and adaptable, even under challenging situations;</li> <li>• Ability to welcome, engage with and positively support all stakeholders;</li> <li>• Actively promote the ethos of the Trust;</li> <li>• Have the tenacity, enthusiasm and drive to support Tees Valley Education in achieving excellence for all.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute to the whole academy context (including INSET);</li> <li>• A willingness to work cooperatively and flexibly in order to deliver outstanding outcomes;</li> <li>• An ability to innovate and improve practices / policies / procedures.</li> </ul>