



DORMANSTOWN PRIMARY ACADEMY

Pastoral and Welfare Lead – Person Specification

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

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