The Mosslands School	Employee Specification Form:M23	Assistant Pastoral Leader (non-teaching cover supervisor)

Personal Attributes				
	Essential		**Desirable**	
	Attribute	**Stage Identified**	**Attribute**	**Stage Identified**
Qualifications	• GCSE English and Mathematics (Grade C/4 or above) or equivalent • Understanding of safeguarding principles and child protection procedures	A / R	• Previous experience working with young people in an educational setting	A
Experience	• Previous experience in a school environment • Experience working with parents and families • Understanding of data protection and confidentiality requirements • Empathy and understanding of young people's needs • Patience and resilience • Professional integrity and reliability • Commitment to promoting inclusive education • Ability to work both independently and as part of a team	A A / R	• Relevant training in behaviour management or pastoral care • Additional qualifications in education or youth work	A A/I
Knowledge and skills	• Ability to remain calm under pressure and handle challenging situations • Professional appearance and manner • Commitment to maintaining confidentiality • Understanding of secondary school environment and student needs	R R / I I	• Strong organizational and time management abilities • Excellent communication and interpersonal skills • Flexibility and adaptability to changing daily requirements	A/I R/I R/I

A = Application R = Reference I = Interview