

Person Specification



**Alderbrook School
& Sixth Form**
AMBITION | BRAVERY | KINDNESS

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Pastoral Manager		
Salary band & hours	Assistant Headteacher		
Responsible to	Band D, 37 hours Term-time plus insets (39 weeks)		
	Essential	Desirable	Measured by
Education & Qualifications	English and Mathematics to GCSE level 4 or equivalent		Application
Skills & Abilities	<p>Positive, professional, responsible and helpful attitude to work, colleagues and students</p> <p>High professional standards</p> <p>Good planning, prioritising and organisational skills</p> <p>Excellent communication skills both written and oral</p> <p>Ability to relate well to young people and adults</p> <p>Ability to motivate and engage young people</p> <p>Able to assess the needs of young people</p> <p>Able to build constructive relationships with parents and carers</p>	Counselling skills	<p>Application</p> <p>References</p> <p>Interview</p>
Experience & Knowledge	<p>Experience of working in an educational setting</p> <p>Working knowledge and understanding of IT</p>	<p>Experience of working in a similar role</p> <p>Experience of motivating and</p>	<p>Application</p> <p>References</p> <p>Interview</p>

	<p>Experience of working constructively as part of a team</p> <p>Understanding of safeguarding procedures</p> <p>Willing to undertake training as necessary</p>	<p>supporting students</p> <p>Proficient use of computerised systems including Internet, email, Microsoft Word and Excel</p> <p>Knowledge of SIMS or other school information management systems</p>	
Core Qualities	<p>Team player used to working collaboratively</p> <p>Resilient and reflective</p> <p>Willingness to see a job done well</p> <p>Possess an eye for detail</p> <p>Possess good sense of humour</p> <p>Ability to work under pressure</p>		Application References Interview
Other Requirements	Candidate will be appointed subject to a DBS check.		
Compiled by: Tim Stent (Deputy Headteacher)		Date: July 2025	