



ST JOSEPH'S COLLEGE

Person Specification

Title: Sixth Form Pastoral Manager
Start Date: January 2019
Salary: £28,000 - £33,000 – Pro Rata Term time + 1 week

Sixth Form Manager - Person Specification and Selection Criteria

Qualifications and professional development:

Knowledge and understanding of:

- SIMS.Net including SIMS Course Manager, and SIMS Management systems
- Microsoft Office
- Sixth Form Funding
- SIMS Examination Software (Desirable)
- Examination Entry systems and Access Arrangement protocols

Communication skills

- Communicate effectively, orally and in writing with other staff, students, parents, governors, external agencies and the wider community
- Able to motivate and encourage students in supervised study sessions

Self-management

- Ability to prioritise and manage your own time effectively

Attributes and attitudes

- Excellent behaviour management of students aged 16-19 years of age
- Adaptability to changing circumstances and new ideas
- Evident enjoyment in working with young people
- Energy, vigor and perseverance; pace, purpose and pride
- Highest possible expectations of self and others
- Self-confidence
- Enthusiasm
- Vision, imagination and creativity
- Reliability, loyalty and integrity
- Commitment and determination to succeed
- Ability to manage and overcome setbacks
- An excellent record of attendance and punctuality