

Assistant Head of House

Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Knowledge, Experience and Skills	English & Maths A* - C grade or equivalent and a recognised qualification at diploma level or above or equivalents	✓		A
	Relevant previous experience of working with young people and families to respond to sensitive issues	✓		A & I
	Awareness of the education process and external agencies		✓	A & I
	Previously worked within youth services or a secondary school setting	✓		A & I
	Commitment to CPD	✓		A & I
	First Aid Qualification (or willing to undertake training)		✓	A & I
	Effective IT skills and experience in the use of Microsoft Office packages.	✓		A & I
Key Competencies	Working with People Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others	✓		I
	Relating & Networking Establishes good relationships with students and parents; Builds wide and effective networks of contacts inside and outside the organisation	✓		I
	Planning & Organising Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks	✓		I
	Following Instructions & Procedures Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role	✓		I
	Adapting & Coping Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Keeps emotions under control during difficult situations	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	✓		

	Willingness to undertake Child Protection training when required	✓		I
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* A = by application, R = by references, I = assessed by Interview