

# Lancashire County Council

<b>Person specification form</b>		
<b>Job title:</b> Assistant Head of Year	<b>Grade:</b> 6 Pt 21-26	
<b>Directorate:</b> Children and Young People		
<b>Establishment or team:</b> Sir John Thursby Community College		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
NVQ level 3 qualification (or equivalent) Recognised and relevant NVQ Level 3 qualification or equivalent relating to children, young people, social care	E	AF/I
5 A*-C GCSEs or equivalent including maths & English	E	AF/Cert
<b>Experience</b>		
Experience of working with children	E	AF/I
Experience of working in a relevant classroom/service environment	E	AF/I
Experience of Administrative work	D	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/I
<b>Knowledge, skills and abilities</b>		
Ability to relate well to children	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to relate well to parents/carers	E	AF/I
Ability to supervise and assist pupils	E	AF/I
Time management skills	E	AF/I
Organisational skills	E	AF/I
Knowledge of classroom roles and responsibilities	E	AF/I
Knowledge of the concept of confidentiality	E	AF/I
First Aid Certificate	D	AF/I
Administrative skills	D	AF/I
Knowledge of National curriculum	E	AF/I
Knowledge of numeracy and literacy strategies	E	AF/I

Ability to make effective use of ICT	E	AF/I
Ability to assess children's development	E	AF/I
Ability to plan and deliver work programmes	E	AF/I
Flexible attitude to work	E	AF/I
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to attendance at work	E	I
5. Commitment to undertake in-service development	E	I
<b>Prepared by:</b> L Tibbs		<b>Date:</b> June 2022
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		