



Person Specification

JOB TITLE:	Assistant Year Lead
DATE:	October 2023
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. GCSE Maths and English or able to demonstrate equivalent level of competency in Maths and English to fulfill the role.	E	✓	✓	✓	✓
2. Good ICT skills and understanding of data used to drive school improvement particularly attendance and behaviour.	E	✓			✓
3. Knowledge of policies, protocols and legal requirements regarding attendance, behaviour, welfare and safeguarding.	E	✓		✓	✓
4. Understanding and knowledge of strategies to overcome barriers to learning and engagement for young people.	E	✓		✓	
5. Understanding of child development and learning processes.	E	✓	✓	✓	
6. Can evidence commitment to ongoing professional development.	E	✓		✓	
Experience					
7. Relevant experience of working with children or young people within secondary education or able to offer evidence of ability to succeed in this role.	E	✓		✓	✓

8. Experience of working successfully with families, multi-agency groups, partners or external stakeholders.	D	✓		✓	
9. Experience working with children with social, emotional or behavioural difficulties.	E	✓	✓	✓	
10. Proven experience working successfully in a pastoral role in secondary school.	D	✓		✓	✓
11. Experience using/implementing behaviour management strategies.	D	✓	✓		
Skills and competencies					
12. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
13. Ability to work effectively with minimal supervision on own initiative and as a member of a team.	E	✓		✓	
14. Effective verbal and written communication skills.	E	✓	✓	✓	
15. Able to relate well to young people and adults and in particular to establish positive relationships with professionals within and beyond the trust, often in challenging circumstances.	E		✓		
16. Able to respond positively and effectively to unexpected and challenging problems and situations and lead others to resolve or escalate issues as appropriate.	E		✓	✓	
17. Able to maintain manual and electronic records accurately and on a timely basis and deal appropriately with sensitive information.	E	✓		✓	

<p>18. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging people. • Use of authority to maintain discipline. 	E	✓	✓	✓	✓
Other					
<p>19. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.</p>	E	✓		✓	✓
<p>20. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.</p>	E				✓
<p>21. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.</p>	E	✓	✓	✓	