

TORQUAY GIRLS' GRAMMAR SCHOOL



Person Specification: Head of Year 12

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A record of good academic achievement • Be able to demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> • GCSE Maths and English Grade C or above • Evidence of continuing professional development
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience establishing professional relationships with young people in a paid or voluntary capacity • Good administrative, organisational and computer skills • Experience of supporting students in various circumstances • Experience of positive noticing and behaviour management • Ability to prioritise tasks and meet deadlines 	<ul style="list-style-type: none"> • Experience of working in an education environment • Record keeping, information retrieval and dissemination of data / documentation • Knowledge of Data Protection legislation • Understanding of SEN
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills with children and adults • Ability to work independently and as part of a team • Be able to maintain confidentiality 	
Other	<ul style="list-style-type: none"> • An understanding of, and commitment to, Safeguarding/Child Protection 	