

PERSON SPECIFICATION

POST: Head of Year

SCHOOL: North Gosforth Academy

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1 SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none"> Excellent written and oral communication skills. Excellent numeracy/literacy skills. Able to persuade, influence and gain co-operation. Excellent ICT skills and ability to use them effectively to support learning. Able to use other equipment/technology – video, photocopier Working knowledge of relevant policies and awareness of relevant legislation. Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies. Able to work constructively as part of a team. Ability to converse at ease with students and provide advice in fluent and accurate spoken English 	<ul style="list-style-type: none"> Understanding of classroom roles and responsibilities. Awareness of relevant legislation relating to child protection. Understanding of principles of child development and learning processes. 	Interview Application form Oral Presentation Occupational tests References
2 QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience. GCSE level qualifications or equivalent in Maths and English 	<ul style="list-style-type: none"> Appropriate first aid training. Training in relevant learning strategies and specialist knowledge in a particular curriculum area. 	Application form Certificates Interview
3 EXPERIENCE	<ul style="list-style-type: none"> Working in a pastoral role in a secondary school setting Experience of Liaising with adults i.e. parents/carers Managing student behaviour. Supervising students, under an agreed system of supervision. 	<ul style="list-style-type: none"> Invigilating internal and external examinations, under supervision. Administering, assessing and marking tests. Selecting and preparing resources for use in classroom. 	Application form Interview References
4 PERSONAL QUALITIES	<ul style="list-style-type: none"> Able to relate well to children and adults. Able to work with minimal supervision. Able to respond effectively to problems. Good team worker with a flexible approach to work. Committed to equal opportunities in all school activities. Ability to form and maintain appropriate relationships and personal boundaries with students 		Occupational tests Interview References
5 SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> Satisfactory Enhanced Disclosure with the Disclosure and Barring Service Occupational Health clearance. 	<ul style="list-style-type: none"> Ability to drive (full driving licence) 	Application form Interview References DBS Occupational Health form