

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 polices 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