

**PERSON SPECIFICATION**
**POST: Head of Year**
**SCHOOL: North Gosforth Academy**

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