**PERSON SPECIFICATION – HEAD OF YEAR**

**To be read in conjunction with Person Specification for a Classroom Teacher**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Tested** |
| **QUALIFICATIONS AND TRAINING** |  |  |  |
| Qualified Teacher Status | **✓** |  | **A** |
| Recent, relevant professional development | **✓** |  | **A,I** |
| **EXPERIENCE, KNOWLEDGE AND UNDERSTANDING** |  |  |  |
| Substantial experience of effective classroom practice | **✓** |  | **A, I** |
| Confident in the use of ICT | **✓** |  | **A, I** |
| Strategic responsibility in leadership and management | **✓** |  | **A, I** |
| Experience of working with a range of school stakeholders | **✓** |  | **A, I** |
| Leding an area of curriculum development | **✓** |  | **A, I** |
| Experience of leading a team | **✓** |  | **A, I** |
| High expectations of good behaviour and effective behaviour management strategies | **✓** |  | **A, I** |
| Experience of effective liaison with other schools / providers |  | **✓** | **A, I** |
| **SKILLS AND ABILITIES** |  |  |  |
| Effective verbal and written communication skills | **✓** |  | **A, I** |
| Effective organizational skills | **✓** |  | **A, I** |
| Evidence of encouraging and sustaining the active involvement of parents and the community | **✓** |  | **A, I** |
| The ability to reflect and initiate and manage change for continuous improvement | **✓** |  | **A, I** |
| The ability to communicate, present and relate effectively with a wide range of people in the school community | **✓** |  | **A, I** |
| Evidence of ability to motivate and develop confidence in others |  | **✓** | **A, I** |
| **PERSONAL QUALITIES AND ATTITUDES** |  |  |  |
| Confident, positive, approachable manner | **✓** |  | **I** |
| Flexible and adaptable to new ideas | **✓** |  | **I** |
| Willing to participate in all areas of school life | **✓** |  | **I** |
| Ability to show empathy and sensitivity in forming relationships | **✓** |  | **I** |

**A = Application I = Interview**