



Hyde High School

Person Specification: Head of Year		
Grade: G	Working pattern: 36 hours per week term time only	
Responsible to	Deputy Headteacher (Behaviour and Welfare)	
Core Role	Taking key responsibility for a year group within the school's Pastoral Team, the Head of Year will promote the excellent behaviour, personal development, progress and welfare of all pupils so that they can realise their full potential. The role requires resilience, flexibility and the proactive and enthusiastic promotion of a positive work ethic and team spirit.	
		E: Essential D: Desirable
Qualifications	5 GCSE grades A*-C/Grade 4 including both English and maths	E
Experience and knowledge	Experience of working in a school or college environment	E
	Experience of using computer software, including word processing, database, spreadsheets and Management Information Systems.	E
	Understanding of and ability to interpret data relevant to students' progress	E
	Experience of parental engagement relevant to the role.	E
	Experience of conflict resolution involving students and families.	E
	Experience of dealing with a variety of colleagues and other stakeholders within a work setting	E
	Trained in First Aid	D
Personal skills and qualities	Able to develop and maintain constructive relationships with students and families.	E
	Able to motivate students and to provide strategies to overcome barriers to learning.	E
	Versatile and possessing excellent organisational and administrative skills	E
	Skilled in planning, organising and managing own complex workload	E
	Able to work flexibly using self-motivated initiative	E
	Able to communicate in a confident and confidential manner with all stakeholders.	E
	Able to demonstrate a high level of resilience when working in a pressured environment	E
	Confident to work effectively within a team and also independently.	E
	Fully aware of and clearly committed to the safeguarding of children.	E
	Excellent communication and interpersonal skills	E
	Able to relate well to adults and young people	E
	A clear commitment to equal opportunities	E
	Conscientious, hard-working, enthusiastic and reliable	E
	Able to work effectively within defined timescales	E
	Confident in addressing large groups of students and/or staff including delivering assemblies.	E
	Competent and confident in the use of ICT including Word, Excel and PowerPoint, Google calendar, Google docs (or similar) and school management information systems.	E
	Able to deal sensitively with people and resolve conflict	E
	Able to maintain and produce accurate information and records and to maintain confidentiality	E
	Committed to high personal standards at all times	E
	A proven record of excellent attendance and punctuality	E
	A willingness to learn new skills and to undertake further professional development	E
	Able to produce high quality documentation that is appropriate, clear and concise	E
	Able to promote a positive ethos around school and act as a positive role model	E
	A sense of humour and a positive outlook.	E

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.