

Head of Year Person Specification

QUALIFICATIONS AND EXPERIENCE	Essential	Desirable
➤ Qualified teacher status ☐	✓	
➤ Evidence of continuing professional development		✓
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential	Desirable
➤ Excellent classroom practitioner	✓	
➤ Experience of leading change and innovation in an educational context	✓	
➤ Evidence of keeping up to date with educational thinking and knowledge and relevant current legislation.	✓	
➤ Knowledge and understanding of the principles and practise of school self-evaluation.		✓
ABILITIES AND SKILLS	Essential	Desirable
➤ Effective and sensitive communicator to a range of audiences	✓	
➤ Ability to successfully present, inform, interact, consult and negotiate	✓	
➤ Sensitivity to the school ethos	✓	
➤ Willingness to review and if necessary revise a standpoint	✓	
➤ Willingness to seek advice and support when necessary	✓	
➤ Approachable	✓	
➤ Enthusiastic leader with ability to inspire trust and confidence	✓	
➤ Flexible, energetic, determined	✓	
➤ Ability to foster mutual respect in students and adults	✓	
➤ Good problem solving skills	✓	
➤ Organised, and able to work calmly and effectively	✓	
➤ Can motivate and encourage others	✓	
➤ Ability to analyse and use data to inform improvement strategies to ensure improved outcomes for students.	✓	
➤ An understanding of the potential use of new and emerging technologies to enhance learning and as a management tool.	✓	
TEACHING AND LEARNING	Essential	Desirable
➤ Recent and successful experience of teaching in Key Stage 3 and 4	✓	
➤ Knowledge of recent reforms and ability to successfully implement them	✓	
➤ Understanding of the use of a range of data to inform planning and underpin individual student progress	✓	
➤ Understanding of, and ability to model the characteristics of effective teaching, learning and assessment strategies	✓	
➤ Experience of, and commitment to, the education of the whole person promoting social and emotional well-being in addition to academic development	✓	
➤ High expectations of students and colleagues	✓	

PERSONAL	Essential	Desirable
➤ Self-awareness, perceptiveness and being empathetic to the needs of all stakeholders.	✓	
➤ The ability to act with integrity.	✓	
➤ Flexibility in adapting to changing situations.	✓	
➤ Demonstrates a positive outlook in the face of challenges.	✓	
➤ A commitment to continued learning for all members of the community.	✓	
➤ The ability to prioritise, plan and organise self and others.	✓	
➤ The ability to think creatively to anticipate and solve problems.	✓	
➤ Commitment to the use of emerging technologies	✓	
➤ Excellent written and oral communication skills for a variety of audiences.	✓	
➤ Energy, stamina and resilience.	✓	
➤ An ability to foster an open, equitable culture and manage conflict.	✓	
ACCOUNTABILITY	Essential	Desirable
➤ Ability to build and maintain effective links with stakeholders	✓	
➤ Ability to engage with parents in the education of their children	✓	

In addition to the candidates' ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children including motivation to work with children and young people, ability to form and maintain appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours, and attitudes to use of authority and maintaining discipline.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.