



# KING EDWARD VI BALAAM WOOD ACADEMY

*Educational excellence for our City*

## ***Personal Specification***

*~ Non-Teaching Head of Year ~*

**King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU**

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of forming positive working relationships with a range of stakeholders.</li> <li>• Experience of Child Protection and/or safeguarding.</li> <li>• Experience of providing pastoral support.</li> <li>• Knowledge of using data systems for monitoring, evaluation and review to inform intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of constructive partnerships with staff, pupils, parents, carers and external agencies.</li> <li>• Good understanding of Pupil Premium and SEND and how to narrow the achievement gap.</li> <li>• Up-to-date knowledge of Child Protection, Safeguarding, Equality, Inclusion &amp; Diversity, Radicalisation and Extremism.</li> <li>• Experience of being an active member of a pastoral team within an educational setting.</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to enthuse, challenge and inspire pupils in their care.</li> <li>• An excellent communicator.</li> <li>• Strong commitment to improving educational opportunities and raising standards of achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic and creative thinker with the skills, abilities and passion to enable young people to flourish.</li> <li>• Confidence in sharing ideas and initiatives.</li> </ul>

	<ul style="list-style-type: none"> <li>• High expectations of themselves and others.</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Experience of safeguarding and/or pastoral issues within an educational setting.</li> <li>• Willingness to be first aid trained.</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead qualification.</li> <li>• Experience in completing Early Help Assessments and implementing Our Family Plans.</li> <li>• First Aid trained.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Openness and enthusiasm.</li> <li>• Good interpersonal and listening skills.</li> <li>• Strong commitment to pupil and staff wellbeing.</li> <li>• An effective team player.</li> <li>• Problem-solving skills.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Flexible and adaptable to change.</li> <li>• Resilience in challenging circumstances.</li> </ul>	
<p align="center"><b>Method of Assessment (M.O.A.)</b>  Application Form (AF), Interview(I), Test or Exercise (T), Presentation (P)</p> <p align="right"><b>June 2025</b></p>		