



South Tyneside Council

CHILDREN'S SERVICES

PERSON SPECIFICATION

POST TITLE: Head of Year (non -teaching) - Mortimer Community College

GRADE: Band 7

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> Degree and/or professional qualification in a relevant field and/or recent and proven substantial experience of supporting young people in a school or community environment 	<ul style="list-style-type: none"> Relevant further higher qualification(s) 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Recent and substantial experience of safeguarding and supporting vulnerable children and families in the home, school and/or community settings Experience of working as part of a multi-disciplinary team Experience of presenting sensitive issues in a wide range of forums Experience of representing an organisation at meetings Experience of partnership working to achieve desired results Experience of child protection and working within policies and procedures 	<ul style="list-style-type: none"> Leadership/management experience Experience of leading training Experience in mentoring/counselling children or young people Experience of teaching/covering lessons in a school setting 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Knowledge of current relevant legislation, and school systems Good communication involving oral, written and IT skills Ability to forge effective working relationships with young people and their families Ability to lead and manage 	<ul style="list-style-type: none"> Skilled in negotiating with school staff at all levels 	<ul style="list-style-type: none"> Application form Interview References

	<p>groups of people</p> <ul style="list-style-type: none"> • Excellent behaviour management skills • Adept at problem solving • Ability to work individually and as part of a team • Ability to organise and prioritise work • Awareness and understanding of diversity issues • Concise report writing and accurate record keeping • Ability to work within a statutory framework 		
Disposition	<ul style="list-style-type: none"> • Commitment to the support and development of young people • Ability to develop effective working relationships with adults and children • Good interpersonal skills, tact, and awareness of the need for confidentiality • Transparent and accountable • Ability to work independently with minimum supervision • Ability to work under pressure and to meet deadlines • Calm and politely assertive • Disposed to undertake professional development • Self-motivated 	<ul style="list-style-type: none"> • Open to innovation and new ways of thinking 	<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Ability to be flexible in working patterns • Enhanced clearance from the Disclosing and Barring Service 		<ul style="list-style-type: none"> • Application form • Interview • References • DBS check