



Person Specification for Non-teaching Head of Year

Requirements	Essential (E) or Desirable (D)
Skills	
<ul style="list-style-type: none"> • Ability to promote and instil in the Year Group the school culture and expectations • Ability to understand, analyse and make effective use of a wide range of data • Ability to enthuse and engender a desire for learning and development in students and adults • Knowledge & understanding of how to support students pastoral needs • Understanding of keeping children safe in education • Competence in using ICT • Able to communicate effectively using both verbal and written communication skills to a high standard • Evidence of continuing development • Evidence of broad understanding of current educational issues 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualifications and Experience	
<ul style="list-style-type: none"> • English & Maths GCSE or equivalent • Degree • Experience of developing and leading initiatives with particular reference to student engagement for learning • A good understanding of social & emotional aspects of learning • A clear philosophy on how to promote learning • Experience of successful development planning • Awareness of current successful initiatives to improve student progress • Experience in meeting the needs of vulnerable children or disadvantaged children 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>



Personal Qualities	
<ul style="list-style-type: none"> • Ability to be a team player understanding the needs of the school • Able to work effectively with diverse groups of people • Ability to adapt to the ever changing demands of the school community • Positive and caring approach to students • Able to organise time efficiently and work to deadlines • Ability to respond well to challenge • Be willing to undertake further training • Enjoy working with students and other adults and have an enthusiastic passion for seeing students achieve and develop as young people • The ability to motivate students and staff to ensure the very best outcomes • To have and sustain a good level of attendance at work • Respect confidentiality in discussing student or staff related information • A willingness to show flexibility in working arrangements in terms of duties and working hours/pattern to meet emergencies and changed circumstances • Can maintain a personal appearance that sets high standards for students and colleagues as interpreted by the Principal 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>