

PERSON SPECIFICATION
Head of Year (non-teaching)

Attributes	Essential	Desirable	How Identified
Education and Training			
<ul style="list-style-type: none"> GCSE Grade 4 or above in Maths and English; 	•		Application Form
Experience			
<ul style="list-style-type: none"> Experience of working in a school environment or other educational setting; Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health); Experience supporting and working with parents of young people with additional needs; Experience planning and delivering targeted interventions; Experience working with colleagues and external stakeholders (e.g. from external agencies); Ability to support pupils across the 11-18 age range. 	• • • • • •		Application Form & References
Knowledge & Skills			
<ul style="list-style-type: none"> Ability to communicate effectively with 11-18 year old students; Good listening skills; Effective written and verbal communication skills; Knowledge of the barriers to learning that pupils may face; Tailoring plans and interventions to individual pupils; Able to use IT systems and to conduct analysis and produce reports; Able to create good relationships with children, staff, parents and external agencies; Knowledge of available support services in the local area Safeguarding of children and young people. 	• • • • • • • • •		Application Form & Interview
Personal Attributes			
<ul style="list-style-type: none"> A genuine liking for young people; Patient and calm; Wants to provide the best possible opportunities for all pupils; Organised, good time management, proactive and self-motivated; Upholds and promotes the ethos and values of the school; Able to work under pressure and prioritise effectively; Maintains confidentiality at all times; Committed to safeguarding, equality, diversity and inclusion; Reliable; A commitment to continuous professional development; A willingness to be involved in extra-curricular activities; A commitment to upholding the values and policies of the school - particularly with regard to promoting the welfare of, and safeguarding, children. 	• • • • • • • • • • • • • • •		Application Form References & Interview

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.