

Head of Year(pastoral)

Trinity Academy

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Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good GCSE English and Maths 	<ul style="list-style-type: none"> • Degree or equivalent • Relevant further qualifications around pastoral care
Experience	<ul style="list-style-type: none"> • A track record of high level pastoral care in a school • Experience of maintaining and manipulating computerised and/or paper based data/information. • Experience of liaising with a range of stakeholders to find effective solutions 	<ul style="list-style-type: none"> • Experience of working with young people in challenging circumstances • Current successful school experience with a responsibility for student welfare / raising achievement. • Evidence of whole school or Trust wide impact • Experience of using a Management Information System preferably SIMS. • Experience of safeguarding and pastoral roles in schools.
Leadership and Management Skills	<ul style="list-style-type: none"> • Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are fulfilled. 	<ul style="list-style-type: none"> • The experience, where necessary, to give a clear lead on inclusion and managing learning and student achievement.

	<ul style="list-style-type: none"> ● Ability to think and lead strategically ● Ability and willingness to work cooperatively as part of a team ● Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom. ● Respect for the professional expertise of others. ● Ability to be managed by others including the Head of Year, using constructive feedback to improve your performance. ● Ability to manage a small team of Learning Support Assistants 	<ul style="list-style-type: none"> ● Evidence of innovative and effective learning coordination.
<p>Personal attributes</p>	<ul style="list-style-type: none"> ● To be a person filled with hope and possessing an unshakable belief in students' entitlement to a world class education, whatever their circumstances and ability. ● Excellent communication skills, both orally and in writing ● Enthusiastic, perceptive and fair. ● Record of excellent practice. ● Ability to provide guidance, advice, instruction and support and challenge students and staff. 	<ul style="list-style-type: none"> ● Record of developing and maintaining good relationships with students and wider school community. ● Knowledge and expertise in how people learn. ● A clear vision on the position of student welfare and inclusion in the Academy over the next 5 years.

	<ul style="list-style-type: none"> ● A personal commitment to quality and excellence that will take the Academy forward. ● Unflappable ● Good sense of humour ● Ability to file and retrieve information stored alphabetically, by theme or numerically, both in paper and electronic formats. ● Ability to handle information securely and confidentially. ● An understanding of the needs and values of different communities, in particular the different cultures the Academy serves. ● Genuine care for all students, especially the disadvantaged and vulnerable 	
<p>Communication Skills</p>	<ul style="list-style-type: none"> ● High standard of written and verbal communication skills. ● Be able to communicate with care and respect to students, staff, parents and carers 	<ul style="list-style-type: none"> ● Experience of leading meetings.