

## Person Specification

# Head of Year

Qualifications & Experience	<i>Essential</i>	<i>Desirable</i>	<i>MOA*</i>
<ul style="list-style-type: none"> <li>A graduate with Qualified Teacher Status in the UK</li> </ul>	✓		Q
<ul style="list-style-type: none"> <li>Experience as a tutor</li> </ul>	✓		Q
<ul style="list-style-type: none"> <li>Experience of the workings of a pastoral team</li> </ul>		✓	R/I
<ul style="list-style-type: none"> <li>Evidence of recent and appropriate professional development</li> </ul>	✓		Q/R/I
Skills and Knowledge	<i>Essential</i>	<i>Desirable</i>	<i>MOA*</i>
<ul style="list-style-type: none"> <li>Commitment to the safeguarding of children and following relevant policies</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Excellent classroom practitioner across the age and ability ranges</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Ability to make and maintain professional and supportive relationships with children</li> </ul>	✓		R/I
<ul style="list-style-type: none"> <li>Proven track record of improving student progress and devising and implementing strategies for improving student progress.</li> </ul>	✓		R/I
<ul style="list-style-type: none"> <li>Understanding and implementation of a range of positive behaviour management strategies</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Understanding and implementation of a range of positive attendance strategies</li> </ul>		✓	A/R/I
<ul style="list-style-type: none"> <li>Experience of giving children feedback that moves their learning on and supports their progress</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Experience of working in partnership with parents</li> </ul>		✓	A/R/I
<ul style="list-style-type: none"> <li>Evidence of positive working relationships with colleagues</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Experience of working with children in receipt of pupil premium funding or from disadvantaged backgrounds</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Knowledge and implementation of health and safety requirements and practice.</li> </ul>	✓		A/R/I
Personal	<i>Essential</i>	<i>Desirable</i>	<i>MOA*</i>
<ul style="list-style-type: none"> <li>High expectations of self and others</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Ability to prioritise time effectively and work to deadlines</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Able to work well individually and within a team</li> </ul>	✓		A/R/I
<ul style="list-style-type: none"> <li>Self-motivated and able to work on initiative</li> </ul>	✓		A/R/I

• Approachable and flexible	✓		A/R/I
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**Method of Assessment (MOA) Key:**  
**A=Application; I=Interview; R=Reference Q=Qualifications T=Task**

# GREATER THAN THE SUM OF ITS PARTS

## **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.