****

**Person Specification: Head of Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **How identified** |
| **Relevant Experience** | * Leadership skills – the ability to lead and manage people to work towards common goals and use appropriate leadership styles in different situations.
* Communication skills (both oral and in writing) – the ability to make points clearly and understand the views of others.
* Ability to develop new ideas.
* Personal impact and presence.
* Ability to work as part of team as well as using own initiative.
* Decision making skills – the ability to investigate, solve problems and make decisions.
 | * Experience of identifying an issue, researching possible solutions, action-planning a change strategy and evaluating impact.
 | Application Form |
| **Education and Training** | * Degree or equivalent
* Proven evidence of other further professional development
 |  | Application Form |
| **Knowledge and Skills** | * The ability to achieve challenging professional targets/objectives. The ability to develop and implement policy and practice which reflects the school’s commitment to high achievement.
* The potential to build and lead teams efficiently and effectively using skills of motivation, delegation and time management.
* The ability to set standards and provide a role model for students and other staff.
* The ability to analyse, understand and interpret data and information.
 | * Experience of working in an 11-18 setting.
* Specific evidence of successful classroom teaching.
 | Application Form |
| **Any Additional Factors** | * A desire to make a difference to the lives of young people.
* Energy, enthusiasm and creativity.
* Belief in the importance of high expectations.
* Able to work as part of a team.
* Energy, determination and perseverance.
* Self-confidence.
* Enthusiasm and commitment.
* Reliability and integrity.
 | * A clear view and understanding of the impact of ‘Every Child Matters’ and how it will impact on all aspects of the work of Torpoint Community College.
 |  |

Date Updated: 6th March 2025

Updated by: HR Manager