**A logo for a college

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**Person Specification: Head of Year**

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| **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