

**Person Specification: Head of Year**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications Training</b>	<ul style="list-style-type: none"> <li>• Educated to at least Degree level and holds QTS</li> <li>• Evidence of middle leader training/CPD development</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership qualification/training</li> <li>• Additional CPD and/or qualifications</li> <li>• Evidence of further academic research</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching at KS3 and KS4</li> <li>• A commitment to play a full part in the welfare and progress of students</li> <li>• Experience of managing and leading staff and/or supporting staff</li> <li>• A good understanding of managing the raising of standards including target setting procedures</li> <li>• Demonstrate a clear understanding and confident use of a variety of teaching methods and learning strategies</li> <li>• Experience of achieving excellent progress and results for students of all abilities</li> <li>• Ability to effectively monitor the progress of students</li> <li>• Ability to inspire and motivate students through outstanding relationships</li> <li>• Demonstrate high expectations of students in terms of behaviour and achievement</li> <li>• Effective management of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading projects at subject and/or faculty level that had a positive impact on teaching and learning and/or pastoral care</li> <li>• Experience of mentoring/coaching other staff</li> <li>• Experience of contributing to self-evaluation</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding procedures</li> <li>• Excellent understanding of subject requirements at Key Stages 3 and 4</li> <li>• Knowledge and experience of using relevant pedagogy and practice</li> <li>• Excellent understanding of appropriate assessment and monitoring processes.</li> <li>• Understanding of data such as RAISE/Progress and Attainment 8</li> <li>• Knowledge of strategies for improving teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of current policy and thinking in education</li> <li>• Knowledge and understanding of character education</li> <li>• Understanding of leadership development</li> </ul>
<b>Job Related Skills</b>	<ul style="list-style-type: none"> <li>• Ability to plan strategically</li> <li>• Outstanding classroom practitioner</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to motivate young people</li> <li>• Excellent interpersonal and communication skills</li> <li>• Demonstrable high professional standards</li> <li>• Ability to resolve conflicts effectively and professionally</li> <li>• Ability to analyse data and design effective interventions to raise achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to network with other schools</li> <li>• Ability to deliver high quality professional development</li> <li>• Ability to motivate students through extra- curricular clubs and/or trips</li> <li>• Highly competent ICT skills across a range of applications</li> </ul>

	Essential Criteria	Desirable Criteria
	<ul style="list-style-type: none"> <li>• Ability to develop effective working relationships with staff to improve performance</li> <li>• Ability to accept different viewpoints and to effectively communicate whole school messages</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to think strategically</li> <li>• Demonstrate in daily life positive character traits and be a role model in this regard</li> <li>• Emotional intelligence and ability to empathise</li> <li>• Reflective practitioner</li> <li>• Motivation to be a highly effective leader</li> <li>• Commitment to support the character development and academic success of young people</li> <li>• Willingness to contribute and lead the CPD of colleagues</li> <li>• Ability to make objective and evidence-based decisions</li> <li>• Ability, courage and willingness to manage difficult but necessary conversations with staff, students and parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to leadership development beyond subject</li> <li>• Able to work collaboratively with colleagues in other schools</li> <li>• Willing to support learning outside the formal curriculum</li> </ul>