



Post : Head of Year - non teaching Person Specification

KNOWLEDGE / QUALIFICATIONS	Essential	Desirable	Evidence
Evidence of study at Degree level		*	A/C
Evidence of study to A Level (or equivalent)	*		A/C
Evidence of study to GCSE level (or equivalent) including level 2 passes at C or above in both English and Maths	*		A/C
Further education professional qualifications	*		A/C
Evidence of professional/administrative qualifications	*		A/C
Enhanced DBS	*		C
Child Protection Training and safeguarding experience	*		A/I
Early Help Assessment/ Common Assessment Framework training	*		A/I
Awareness of the different ways in which students learn	*		A/I
Knowledge of national legislation related to safeguarding and working with children and young people	*		
Understanding of the issues related to disadvantage and student progress	*		A/I
Training related to social and emotional difficulties, for example Child and Adolescent Mental Health Training		*	A/I
Awareness of support available for students with Special Educational Needs and Disabilities		*	A/I
Awareness of organisations that offer support for students and families nationally and in the locality	*		A/I
Knowledge of post-18 pathway destinations		*	A/I
EXPERIENCE			
Significant experience in a school based pastoral role or equivalent		*	A/I
Experience of working to safeguard children and young people	*		A/I
Experience of working with young people with specific social and emotional needs and challenging behaviour	*		A/I
Experience of managing a team	*		A/I
Working with external organisations, leading and attending multi-agency meetings	*		A/I
Working with parents/ carers and families	*		A/I
Action planning and developing strategies for intervention and support	*		A/I

Ability to use and interpret academic and attendance data		*	I
Experience of having prepared reports and written documents		*	I
Evidence of working within a multi-agency environment		*	A/I
Experience of the UCAS process, including applications and Clearing		*	A/I
SKILLS			
Excellent organisational and time management skills	*		A/I/R
Excellent active listening, communication and interpersonal skills	*		A/I/R
Able to work independently on own initiative without specific guidance and in response to student's needs	*		A/I/R
Ability to prioritise workload	*		I
Excellent guidance, advisory, persuasiveness and negotiating skills	*		A/I/R
Is able to use a wide range of methods to communicate information to others	*		A/I
IT literacy (including Microsoft, Internet and Email)	*		A/R
Previous experience of School MIS		*	A/I
Ability to keep accurate records	*		A/I
Ability to ensure the record and supply accurate data for school staff and senior leaders	*		A/I
Ability to build strong relationships and establish credibility with students, parents/ carers, academic staff and senior leaders	*		A/I/R
Professional and a strong role model	*		A/I/R
Have the ability to lead and develop the skills of others to worth with a wide variety of support services	*		A/I
Willingness to lead on training, undertake research and ensure that others engage with professional development	*		A/I
Willingness to be flexible and work to ensure students receive outstanding pastoral care.	*		A/I
CHARACTERISTICS			
A patient and resilient attitude coupled with the ability to maintain calm whilst under pressure	*		A/I/R
A passion for supporting children and young people by removing barriers to learning	*		A/I/R
Work in ways that promote equality of opportunity, participation and diversity	*		A/I/R
The post holder will have an energy, initiative, enthusiasm and a sense of humour	*		A/ /R
Generosity of spirit and a positive outlook	*		A/I/R
Hold a Full UK Driving Licence	*		A/I

Key: A=Application, I=Interview and assessment, R=Reference, C=Certificate