



### Person Specification

<b>JOB TITLE:</b>	<b>Senior Assistant Head of Year</b>
<b>DATE:</b>	<b>November 2022</b>
<b>STATUS:</b>	<b>Final</b>

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. GCSE grade C or above in English and Maths or equivalent competency	E	✓			✓
2. Knowledge of relevant legislation relating to safeguarding and child protection.	E	✓		✓	
3. DSL recognised qualification or willingness to undertake the qualification in post.	E	✓			✓
4. Awareness of current trends surrounding academic progress, behaviour, attendance and pupil welfare.	D	✓		✓	
<b>Experience</b>					
5. Relevant experience of working with children or young people within secondary education or be able to offer evidence of ability to succeed in this role.	E	✓		✓	
6. Good understanding and knowledge of strategies to overcome barriers to learning and engagement for young people.	E	✓		✓	
7. Good understanding of child development and learning processes.	E	✓	✓	✓	
8. Experience of working successfully with families, multi-agency groups, partners or external stakeholders.	E	✓		✓	

9. Experience working with children with social, emotional or behavioural difficulties.	E	✓	✓	✓	
10. Proven experience working successfully in a pastoral role in secondary school.	D	✓		✓	
11. Experience using/implementing behaviour management strategies.	D	✓	✓	✓	
<b>Skills and competencies</b>					
12. Ability to work effectively with minimal supervision on own initiative and as a member of a team.	E	✓	✓	✓	
13. Excellent ICT skills and a clear understanding of data used to drive school improvement particularly attendance and Behaviour.	E	✓	✓		
14. Committed to achieving further professional development	E	✓		✓	
15. Effective oral communication and presentation skills.	E		✓	✓	
16. Ability to persuade, influence and gain co-operation.	E		✓		
17. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓	✓	✓	
<b>Other</b>					
18. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓		✓	✓
19. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
20. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	