

**Head of Year**

**Person Specification**

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| **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | |
|  | **Essential These are qualities without evidence of which the applicant could not be appointed** | **Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria** |
| **Qualifications** | * Teaching qualification good degree etc | * Relevant evidence of continued professional development that has impacted on pastoral work |
| **Experience** | * Experience in successfully supporting the pastoral elements of a tutor group or pastoral group * Evidence of successful school improvement * Relevant professional development | * Experience of leadership and management in schools particularly related to pastoral matters |
| **Skills and**  **Attributes** | * Demonstrate positive, optimistic and creative behaviours regardless of the challenges presented * Make decisions on the basis of sound judgement * Be able to successfully implement a plan and take all stakeholders with them * Have strategies to monitor and evaluate developments * Be able to analyse, interpret and use school data to improve standards and achievement * Effectively monitor pupil behaviour, wellbeing and attendance and use results to inform planning and ensure high expectations and outcomes for students * Use of ICT applications to support the pastoral system |  |
| **Knowledge**  **and understanding** | * Have a clear vision for how to support the year group to thrive. * Understanding of safeguarding measures * Relevant pastoral and SMSC knowledge * Have a current and detailed understanding of the role of the tutor, parental engagement and behaviour system. * Good understanding of the needs of key groups of learners and how to support students through pastoral strategies * Knowledge and understanding of leadership techniques and how to manage whole year group change successfully | * Provision of appropriate CPD opportunities for other staff * Effective understanding of how to use structures and systems to evaluate rigorously all aspects of a year group and produce plans to secure improvement |
| **Personal competencies and qualities** | * Supportive of the school’s vision and aims * Emotional resilience in working with students, staff and stakeholders * Be able to inspire, lead and empower staff and students * Humour and sensitivity * Be innovative and creative in finding effective solutions * Able to work under pressure, demonstrate resilience and be able to recognise and manage stress in themselves and others * Show empathy and tact with all stakeholders * Be organised, efficient and hard working * Model high standards of professional practice * Willingness to contribute to school life beyond normal duties | * To be able to understand the specific needs of a situation, even in challenging circumstances, and to make sound decisions that will support the needs of the students across the school. |