

**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.** |
|  | **EssentialThese are qualities without evidence of which the applicant could not be appointed** | **DesirableThese 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
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| **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
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| **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
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| **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
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| **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.
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