



Head of Year: Person Specification

Qualifications

Essential:

1. Qualified Teacher status
2. Honours degree or equivalent
3. Relevant in-service training

Desirable:

4. Relevant further studies

Experience

Essential:

5. At least three years secondary teaching across the whole ability range
6. Experience of managing administrative tasks
7. Experience of constructive co-operation with parents
8. Experience of using a range of teaching approaches

Desirable:

9. Experience of developing the relationship between school and community
10. Experience of developing staff professionally

Job-related skills

Essential:

11. To have an understanding of and a commitment to child welfare and safety

Desirable:

12. Understanding of current legislation relevant to secondary education

Personal qualities and skills

Essential:

13. Has excellent inter-personal skills
14. Can win the confidence of students
15. Can lead and motivate other staff
16. Has imagination and vision and can solve problems creatively
17. Can communicate effectively in speech and writing with staff, students, parents and others concerned with the school
18. Can plan, organise and delegate
19. Is reflective, self-critical and open to the ideas of colleagues and others
20. Copes well with stress and is resilient and adaptable
21. Has a sense of humour
22. Is enthusiastically committed to children and to the ethos of the school.