



PERSON SPECIFICATION Year Leader

A Person Specification defines the required qualifications, knowledge, skills, and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

Attributes & Requirements

	<i>Essential</i>	<i>Desirable</i>
Education & Training	<ul style="list-style-type: none">• Evidence of sound level of general education, including GCSE English and Maths (A*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy). (W, D)• ICT skills sufficient to perform the role with regard to use of SIMs, software packages related to presentation of information to staff and students. (W/D/I)	<ul style="list-style-type: none">• A level qualification in relevant subjects or equivalent ability/ experience. (W, D)• A relevant higher education qualification (W, D)• Relevant professional qualification or another accreditation. (W, D)
Experience and Skills	<ul style="list-style-type: none">• Ability to deal sensitivity with vulnerable students and their families. (W, I)• Sound understanding of confidentiality issues. (I)	<ul style="list-style-type: none">• Confident and able to use own initiative. (I)• Willing and able to keep up-to-date with



	<ul style="list-style-type: none"> • Experience of working effectively with children and young people in a learning environment. (W, I) • Awareness of child protection issues. (I) • Reliable with regard to all aspects working practice. (I) • Ability to remain patient and calm in challenging situations. (I) • Ability to work effectively within a team environment, understanding roles and responsibilities. (I) • Ability to build effective working relationships with all learners and colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues and students. (W, I) • Ability to promote a positive ethos and role model positive attributes. (I) • Willingness to participate in relevant training and development opportunities. (I) • Professionally discreet and able to respect confidentiality. (I) • Firm, sensitive and effective approach towards student discipline. (I) 	<p>legislation/guidelines/new/best techniques/as they change or study for/obtain/train for further skills and qualifications needed for the role. (I)</p> <ul style="list-style-type: none"> • Experience of working to support young people's learning. (W) • Positive problem-solving attitude. (I)
<p>Other Conditions</p>	<ul style="list-style-type: none"> • Able to fulfil all aspects of the job description. (I) • Set a good example of professional standards and abide by our Code of Conduct. (I) • Must satisfy relevant pre-employment checks. (D) • This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check. (D) 	
<p>Equal Opportunities & Safeguarding</p>	<ul style="list-style-type: none"> • Commitment to equal opportunities. (I) • Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. (I) 	



	<ul style="list-style-type: none">• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I)	
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Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

May 2022