

Head of Year (non-teaching) Person Specification



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Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> English and Maths GCSE (or equivalent) Willingness to undertake additional qualifications Willingness to undertake specific training 	<ul style="list-style-type: none"> Certificated additional qualifications e.g. NVQ / Diploma / Degree 	Letter Interview Application
Job related Experience and Skills	<ul style="list-style-type: none"> Working with young people to provide timely pastoral support. A commitment to high quality work including good ICT skills Experience of working with young people Knowledge of what constitutes effective support and learning 	<ul style="list-style-type: none"> Able to generate new ideas and initiatives Sound knowledge of current educational issues Experience of working with young people within an educational setting Experience of multi-agency work and developing relationships 	Letter Interview Application
Other Relevant Training	<ul style="list-style-type: none"> Evidence of commitment to own professional development 	<ul style="list-style-type: none"> Additional learning/experience 	Letter Application
Person(al) Skills	<ul style="list-style-type: none"> Dynamic Ability to maintain positive relationships with students and other adults. Able to interact with and motivate students whilst demonstrating a commitment to progress and achievement. Ability to work effectively, collaboratively and sensitively with a range of groups and individuals, including parents and carers. Ability to work unsupervised, use own initiative and make appropriate decisions. Ability to prioritise, work quickly and accurately, particularly under pressure and to meet deadlines. Strong verbal and written communication skills. 	<ul style="list-style-type: none"> Commitment to working flexibly before and after school hours as required to promote the welfare of students and families. 	Letter Interview Application

	<ul style="list-style-type: none"> • Ability to address sensitive matters with a caring approach and appropriate confidentiality. • Have high standards of punctuality, attendance, personal presentation and professional integrity 		
Safeguarding	<ul style="list-style-type: none"> • Able to demonstrate knowledge and understanding of safeguarding practices when working with young people and families 	<ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity 	Letter Interview Application