

Benfield School

Person Specification – Year Manager

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Relevant experience of working with children or young people within secondary education or be able to offer evidence of ability to succeed in this role.
2	Good understanding and knowledge of strategies to overcome barriers to learning and engagement for young people.
3	Demonstrable knowledge of relevant legislation relating to safeguarding and child protection.
4	Good understanding of child development and learning processes.
5	Experience of working successfully with families, multi-agency groups, partners or external stakeholders.
6	Ability to work effectively with minimal supervision on own initiative and as a member of a team.
7	Understanding of the role and responsibilities of a form tutor.
8	Effective written communication skills.
9	Effective organisational skills.
10	Excellent ICT skills and a clear understanding of data used to drive school improvement particularly attendance and behaviour.
11	Committed to achieving further professional development.
12	Excellent attendance record.

Desirable

13	Experience working with children with social, emotional or behavioural difficulties.
14	Proven experience working successfully in a pastoral role in secondary school.
15	Experience using/implementing behaviour management strategies.
16	Knowledge of Schools Information Management System.
17	Awareness of current trends surrounding behaviour, attendance and student welfare.

Part B: Assessment Stage

Items 1, 2, 3, 4, 5, 6, 7 and 9 of the above criteria will be further explored at the assessment stage in addition to the criteria listed below:

Essential

1	Effective oral communication and presentation skills.
2	Ability to deliver a clear message to a range of audiences.
3	Ability to persuade, influence and gain co-operation.
4	Willingness to constructively challenge the work of self to continually improve

Benfield School

	own and team performance.
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ use of authority to maintain discipline.
6	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
7	Willingness to take part in out-of-hours activities and to go the extra mile.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes
Structured discussion with pupils	Yes	Presentation	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)

Benfield School

Guidance Notes

General

- The person specification lists the essential criteria and any desirable criteria, if appropriate, that are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed (desirable criteria can usually be acquired once the person has commenced work).
- Criteria should be described in terms of what an applicant needs to demonstrate and how this may be evidenced. This ensures that we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges.
- Criteria must not be discriminatory and appointments panels need to be careful not to put too much emphasis on formal qualifications or lengths of experience that they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criterion, don't use it:
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements that could exclude people with a disability.

Part A: Application Stage

- Part A of the person specification should focus on criteria that can be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed at the interview stage.

Part B: Assessment Stage

- Part B of the person specification should focus on those criteria that will be further considered at the assessment stage and should identify the assessment methods that will be used. It may include additional work-related criteria that will be need to be discussed or checked at interview: for example, requirement for a particular working pattern, driving licence.

Part C: Additional Requirements

- Part C of the person specification should identify those criteria that will be assessed when pre-employment checks are taken up.