

Assistant Head of Year

PERSON SPECIFICATION

Qualifications and Training	Essential	Desirable	Method
GCSE (or equivalent) in English and Maths	✓		A
Relevant qualification and/or training	✓		A
Recent evidence of commitment to own professional development.	✓		A

Knowledge and Understanding	Essential	Desirable	Method
Knowledge of different groups of pupils (eg. Disadvantaged, SEND, code of practice, most able)		✓	A/I
Knowledge of child protection issues		✓	A/I
Knowledge of strategies for promoting positive behaviour	✓		A/I

Skills and Experience	Essential	Desirable	Method
Experience of working with young people	✓		A
Excellent interpersonal and communication skills	✓		A/I
Experience of using and analysing data	✓		A
Ability to use ICT packages such as Microsoft Excel, Word, Outlook	✓		A
Able to initiate, develop and maintain good working relationships with various stakeholders such as parents, external agencies, students	✓		A/I
Experience of dealing with difficult and challenging situations	✓		A/I
Able to work under pressure and use own initiative where appropriate	✓		A/I
Excellent organisational skills, able to prioritise tasks and manage time effectively	✓		A/I
Experience of contributing to (and leading when required) training for staff development		✓	A

Personal Attributes

	Essential	Desirable	Method
A passion and commitment for working with young people and a willingness to contribute to extra-curricular work of the academy	✓		I
A strong commitment to improving the outcomes for students	✓		I
Act as a role model for students and staff by setting high professional standards	✓		I
Team player	✓		A/I
Personable, approachable and able to gain the respect of others	✓		I
Commitment to the safeguarding and promoting the welfare of children	✓		I

A – Application Form

I - interview