



### Person Specification

<b>JOB TITLE:</b>	<b>Assistant Head of Year</b>
<b>DATE:</b>	<b>May 2021</b>
<b>STATUS:</b>	<b>Final</b>

<b>CRITERIA</b>	<b>Essential/ Desirable</b>	<b>Application</b>	<b>Tasks</b>	<b>Interview</b>	<b>Vetting Checks</b>
<b>Knowledge and qualifications</b>					
1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. GCSE Maths and English	E	✓			✓
2. Good ICT skills and understanding of data used to drive school improvement particularly attendance and Behaviour	E	✓			✓
3. Knowledge of policies, protocols and legal requirements regarding attendance, behaviour, welfare and safeguarding	E	✓		✓	✓
4. Understanding and knowledge of strategies to overcome barriers to learning and engagement for young people	E	✓		✓	
5. Understanding of child development and learning processes	E	✓	✓	✓	
6. Can evidence commitment to ongoing professional development	E	✓		✓	
<b>Experience</b>					
7. Relevant experience of working with children or young people within secondary education or able to offer evidence of ability to succeed in this role	E	✓		✓	✓
8. Experience of working successfully with families, multi-agency groups, partners or external stakeholders	D	✓		✓	
9. Experience working with children with social, emotional or behavioural difficulties	E	✓	✓	✓	
10. Proven experience working successfully in a pastoral role in secondary school	D	✓		✓	✓
11. Experience using/implementing behaviour management strategies	D	✓	✓		
<b>Skills and Competencies</b>					
12. Ability to work effectively with minimal supervision on own initiative and as a member of a team	E			✓	✓

13. Effective verbal and written communication skills	E	✓	✓	✓	
14. Able to relate well to young people and adults and in particular to establish positive relationships with professionals within and beyond the trust, often in challenging circumstances	E		✓		
15. Able to respond positively and effectively to unexpected and challenging problems and situations and lead others to resolve or escalate issues as appropriate			✓	✓	
16. Able to maintain manual and electronic records accurately and on a timely basis and deal appropriately with sensitive information	E	✓		✓	
17. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging people.</li> <li>• Use of authority to maintain discipline.</li> </ul>	E	✓	✓	✓	✓
<b>Other</b>					
1. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
2. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
3. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓