Farringdon Community Academy

**Head of House**

# Person Specification

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|  | **Minimum Requirements** | **Desirable** | **How identified** |
| 1. **Education and Qualifications** | * Evidence of study to GCSE level (or equivalent) including level 2 passes at c or above in both English and Maths * Further education professional qualifications * Evidence of professional/administrative qualifications | * Evidence of study to A Level (or equivalent) * Evidence of study at degree level | Application Form |
| 1. **Relevant Experience** | * Experience of working directly with young people * Evidence of work or interest in the development of human potential * Evidence of recent management experience with young people * Ability to manage systems and procedures * Experience of managing a team * Experience of having prepared reports and written documents | * Evidence of working in a busy demanding environment | Application Form  Supporting Statement  Application Form  Supporting Statement |
| 1. **Specialist Knowledge** | * Ability or potential to use and interpret academic and attendance data * Awareness of issues which create barriers to learning * Ability to manage student behaviour * A commitment to teaching and learning in the school * Understand the work of other related agencies | * Evidence of data use in previous employment | Application Form  Presentation  Interview  Application Form  Interview |
| 1. **Interpersonal Skills** | * Ability to act within a consistent and clear set of values * Ability to relate to teachers, other professionals, parents and pupils * Ability to work as a member of a team * Ability to use initiative and develop new strategies * Ability to remain calm and consistent under pressure * Ability to successfully manage others * Ability to work under pressure and meet deadlines | * Evidence of working within a multi-agency environment | Interview  Presentation  References |
| 1. **Other** | * A commitment to the school’s declared pastoral philosophy * A commitment to professional development and training * High, professional standards, including excellent attendance and punctuality * Ability to promote the positive ethos of the school. |  | Application Form  Supporting Statement  Presentation  Interview |