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 FormSupporting StatementApplication FormSupporting 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 FormPresentationInterviewApplication FormInterview |
| 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
 | InterviewPresentation 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 FormSupporting StatementPresentationInterview |