



Guilsborough Academy

Guilsborough Multi Academy Trust

Person Specification - Head of Year

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Qualifications and Training	<ul style="list-style-type: none"> Teaching qualification to degree level QTS At least 2 years teaching experience 	<ul style="list-style-type: none"> CPD that has developed pastoral skill set Subject knowledge of English, Maths, Physics, Geography or Computer Science. 	<ul style="list-style-type: none"> Application Form Task Observation Lesson
Successful Experience	<ul style="list-style-type: none"> Recent experience of 11-16/18 comprehensive school Good KS3 and GCSE results A commitment to pastoral care 	<ul style="list-style-type: none"> A successful track record in pastoral care Experience of Middle Management role Has implemented successful behaviour and safety strategies 	<ul style="list-style-type: none"> Application form Letter of application Reference Interview
Health, Attendance and Reliability	<ul style="list-style-type: none"> Good attendance Good health Punctuality 		<ul style="list-style-type: none"> Reference
Quality of relationships	<ul style="list-style-type: none"> Ability to motivate students Confidence when dealing with parents, staff and outside agencies Effective classroom management Ability to lead and delegate High emotional intelligence Ambition to be a career teacher 	<ul style="list-style-type: none"> Commitment to restorative approaches 	<ul style="list-style-type: none"> Application Form Letter of Application Reference Interview Set Teaching Task
Teaching	<ul style="list-style-type: none"> Knowledge of a range of teaching styles and approaches in subject High standard of teaching achieved Commitment to excellent student progress 		<ul style="list-style-type: none"> Application Form Letter of application Reference Interview
Pastoral Work	<ul style="list-style-type: none"> Commitment to lead the pastoral work for a specific year group Must embrace inclusion for all students Effective communication skills – in person and in writing – shown in dealings with colleagues, students, parents and other partners. An up to date knowledge of current Safeguarding policies and practices. 	<ul style="list-style-type: none"> Knowledge of key statutory requirements relating to Behaviour and Safety A willingness to take part in training and support activities through Line management, Head of Year team meetings and mentoring by current/previous post holders. 	<ul style="list-style-type: none"> Application form Letter of application Reference Interview
Personal Qualities	<ul style="list-style-type: none"> Determination, resilience and commitment Innovation and initiative Planning and organisation Flexibility Energy Ability to work under pressure Sense of humour 		<ul style="list-style-type: none"> Application Form Letter of application Reference Interview
Requirements specific to the post	<ul style="list-style-type: none"> A developing understanding of the importance of student information and attainment data in promoting progress and attainment 		<ul style="list-style-type: none"> Application Form Letter of application Reference Interview