



GREENWOOD ACADEMIES TRUST

PERSON SPECIFICATION

Deputy Head of Year

	Essential	Desirable	How Assessed
Qualifications:			
Educated to GCSE grade C standard (or equivalent) in English and mathematics	✓		Application form
Experience:			
Significant classroom experience as a Teaching Assistant, Learning Mentor or similar	✓		Application form; at interview and reference
Experience of liaising with parents and external agencies		✓	Application form and at interview
Personal and Professional Skills and Attributes:			
Ability to build positive and professional relationships with pupils and their parent(s)	✓		Application form and at interview
Ability to motivate pupils to improve and sustain attendance, behaviour and strive for success	✓		Application form and at interview
High level administrative skills	✓		Application form and at interview
Excellent communication skills	✓		Application form and at interview and reference
Highly motivated outlook with the ability to enthuse pupils	✓		Application form and at interview
Highly ambitious on behalf of the pupils	✓		Application form and at interview
High professional standards	✓		Application form and at interview
High expectations of pupils in terms of behaviour and achievement	✓		Application form and at interview
Ability to work as an effective team player	✓		Application form and at interview
Offer a positive commitment to the life of the whole Trust	✓		Application form and at interview

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
In addition to the above selection criteria, the Greenwood Academies Trust will require the appointed candidate to undertake a Disclosure Barring Service (DBS) Enhanced Disclosure and medical questionnaire in accordance with safer recruitment guidelines.	✓