

Person Specification	Head of Year
<b>Qualifications and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Hardworking and committed to the role</li> <li>• Able to manage and lead a team</li> <li>• Tactful and diplomatic</li> <li>• Able to understand and follow procedures</li> <li>• Have been a successful Form Tutor</li> <li>• Able to balance the needs of the child with the demands of the school</li> <li>• Able to facilitate change</li> <li>• Some experience in working with difficult children</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• An interest in wider school issue</li> <li>• Some experience in working with outside agencies</li> </ul>
<b>Personal Qualities and Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A good communicator</li> <li>• A good classroom practitioner, able to pass on those skills to others</li> <li>• A calm and approachable disposition when dealing with pupils and staff</li> <li>• Well organised and efficient, Keeping to deadlines and encouraging other to do so</li> <li>• Able to facilitate good teamwork in your department</li> <li>• High personal standards and the ability to motivate others to achieve and sustain those standards</li> <li>• A vision of the developments you would like to see in the future</li> <li>• Able to provide a stimulating learning environment</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• An understanding of the role that the year Team should lay in the aims and ethos of the whole school</li> </ul>