

EMPLOYEE SPECIFICATION

JOB TITLE: Head of Year

	Essential	Desirable	How Measured During Recruitment and Selection Progress
Experience	<ul style="list-style-type: none"> • Previous experience of working with young people and/or previous experience in a school environment. 	<ul style="list-style-type: none"> • Working with young people on a sustained on-to-one basis in a variety of settings. • Developing inter-agency links working in an inter-agency approach. • Prioritising and managing one's own caseload. • Supporting students with special educational needs. 	Application form Interview References
Education/Training Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent. • Good standard of basic education. • Demonstrable levels of numeracy and literacy equivalent to GCSE (A TO C) or NVQ Level 2 or equivalent. 	<ul style="list-style-type: none"> • Relevant training/qualification working with young people and/or working with students with special educational needs. 	Application form Qualification certificates
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively at all levels. • Good interpersonal skills. • Ability to use initiative. • Ability to meet set deadlines by prioritising work. • Accurate and well organised approach to work. 	<ul style="list-style-type: none"> • IT literacy • Ability to negotiate and consult • Responsible, adaptable, resourceful and persuasive • Enterprising and innovative. 	Application form Interview References

	<ul style="list-style-type: none"> • Ability to use computers and new technology systems. • Ability to work unsupervised. • Ability to work within a team. • Ability to respond flexibly to a diversity of situations and needs. • Ability to resolve conflict. • Excellent writing and oral presentation skills – production of reports and plans. • Ability to relate to a wide range of people. • Ability to establish and work to targets. 		
Personal Qualities	<ul style="list-style-type: none"> • Suitable to work with children. • Empathetic and sensitive to student needs. • Tact and diplomacy. • Effective team player. • Hardworking, committed and able to represent the school at all levels. • Commitment to social inclusion. • Commitment to own professional development. 		<p>At interview motivation and attitudes appropriate to working with vulnerable groups will be discussed along with any issues arising from references</p> <p>DBS check References</p>