



Marple Hall School

The Marple Hall  
Spirit



We're working  
towards Artsmark  
Awarded by Arts  
Council England



INVESTORS  
IN PEOPLE

Bronze

## Our Community — Our Future

*A place of excellence where learners are proud of their school and confident of success*

Non-Teaching Head of Year - Person Specification			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW EVIDENCED
<b>SKILLS, KNOWLEDGE AND APPTITUDE</b>	<ul style="list-style-type: none"> <li>Ability and drive to relate to and promote the ethos of the school</li> <li>Ability to engage vulnerable students and their parents</li> <li>Ability or potential to use and interpret data</li> <li>Knowledge of Safeguarding issues</li> <li>Computer literate</li> <li>Ability to find solutions to complex problems</li> <li>Excellent written and oral communication skills</li> <li>Excellent listening skills</li> <li>Willingness to undertake training as required</li> <li>Ability to present information to a variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>Experience and understanding of when it is appropriate to refer to external agencies</li> <li>Understanding of issues which affect young people</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>Good standard of general education</li> <li>Willingness to embrace personal development</li> </ul>	<ul style="list-style-type: none"> <li>Further/Higher education or professional qualification</li> <li>Maths and English GCSE to grade C or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Sound understanding of the TAC/CP process</li> <li>Relevant experience of working with external agencies such as CAMHs, Social Care</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education environment, specifically in a pastoral role</li> <li>Experience of working with parents</li> <li>CP/TAC training</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>ADDITIONAL FACTORS</b>	<ul style="list-style-type: none"> <li>Excellent organisational and time management skills</li> <li>Ability to handle problems positively and calmly</li> <li>Flexible approach to work</li> <li>Team player as well as able to use own initiative</li> <li>Excellent standards of attendance, punctuality and dress</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>