



PERSON SPECIFICATION
ROLE: Head of Sixth Form

	Attributes	Essential	Desirable
Specific Requirements	To support the school's aims and objectives and to be responsible for the pastoral oversight of all pupils in the Sixth Form and for the management of the team of Year Staff. The appointee will play an active and supportive role in the spiritual and liturgical life of the school and will co-ordinate the pastoral guidance and support of pupils in the Year.	/	
	Commitment to continue to develop professionally	/	
Qualifications	Qualified Teacher Status	/	
	Good Honours Degree		/
	Ongoing record of Continuing Professional Development		/
Experience	Successful experience of teaching in a 11-16 secondary school	/	
	Successful experience of teaching A Level	/	
	Awareness of national curriculum requirements.		/
	Experience of pastoral responsibility as a successful form tutor	/	
	Successful team working	/	
Professional Skills	Good/Outstanding Teacher	/	
	Excellent interpersonal skills with the ability to develop and motivate others	/	
	A strong commitment to self evaluation and an ability to use data to inform planning	/	
	An ability to identify and create exciting learning resources that enable effective learning across all abilities	/	
	An ability to prepare and update subject materials	/	
	High level of ICT literacy and confidence in utilizing ICT for both learning and the management of information	/	
	Experience of using data such as ALPs in monitoring programming		/
Personal Qualities	High standards of personal achievement	/	
	Total commitment to safeguarding children	/	
	The willingness to inspire and take an interest in the well-being and personal development of pupils and students	/	
	The competence to lead, manage, develop and inspire people individually and as a team	/	

	The capability to provide a clear sense of direction and purpose to achieve aims	/	
	A strong drive to deliver high academic standards and to uphold school expectations of students	/	
	Good communication/interpersonal skills and the capacity to listen, empathise and resolve conflict	/	
	Experience of dealing successfully and diplomatically with parents and community representatives		/
	The competence to liaise with outside agencies such as the Education Welfare Service, the police, youth support services		/
	The ability to work effectively under pressure and maintain self-motivation	/	
	The ability to take initiative and accept responsibility	/	
	A knowledge of current educational issues especially in relation to pastoral care and child protection	/	
	The ability to work with the governors, senior management team and heads of faculty on whole school initiatives	/	
	A willingness to contribute to extra-curricular activities	/	
	An open, inquiring mind	/	
	A very good record of attendance and punctuality	/	