

## Person Specification Head of Year

<b>Post title:</b>	Head of Year
<b>School:</b>	Walton High
<b>Grade:</b>	MKET Scale A (Pay Range £34,500 – £41,250)
<b>Line manager/s:</b>	Assistant Principal

### Qualifications

1. A good honours degree in a discipline relevant to the post applied for.  
*(application form; pre-employment documentation)*
2. Qualified teacher status or recognised equivalent.  
*(application form; pre-employment documentation)*

### Experience

3. **Successful teaching experience with the age range and subject(s) applied for**  
*(application form; letter; references)*

### Knowledge and skills

The ability to effectively:

4. **Create a stimulating and safe learning environment.**  
*(letter; demonstration lesson; interview; references)*
5. **Establish and maintain a purposeful working atmosphere.**  
*(demonstration lesson; interview; references)*
6. **Plan, prepare and deliver the curriculum as relevant to the age, ability and subject(s) taught, other relevant initiatives and the school's own policies.**  
*(letter; demonstration lesson; interview; references)*
7. **Assess and record the progress of students' learning to inform next steps and monitor progress.**  
*(letter; demonstration lesson; interview; references)*
8. **Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.**  
*(letter; demonstration lesson; interview; references)*
9. **Teach using a wide variety of strategies to maximise achievement for all students including high achievers and those with special educational needs, disabilities and/or EAL.**  
*(letter; demonstration lesson; interview; references)*
10. Encourage students in developing self-esteem and respect for others.  
*(demonstration lesson; interview; references)*
11. Deploy a wide range of effective behaviour management strategies.  
*(demonstration lesson; interview; references)*

12. Communicate to a range of audiences - verbal, written, using ICT as appropriate.  
*(demonstration lesson; interview; references)*
13. **Use ICT to advance pupils' learning, and use common ICT tools for their own and students' benefit.**  
*(letter; demonstration lesson; interview; references)*

### **Commitment**

Demonstrate a commitment to:

- a. promoting the Trust's and school's vision and ethos
- b. high quality, stimulating learning
- c. relating positively to and showing respect for all members of the school and wider community
- d. on-going professional self-development
- e. safeguarding and child protection
- f. equalities

**Candidates who apply for the post of Head of Year will be asked to write a letter of application to show how they meet the Person Specification criteria in BOLD and how their examples demonstrate impact on students' achievements. Candidates should also explain their experience so far has equipped them for leadership of a Year Group.**

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*Walton High was established with the intention of innovating, continually drawing on best practice and being open-minded to new ideas and situations. We are genuinely interested in distinctive and dynamic methods of teaching and learning.*

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.*

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