**PERSON SPECIFICATION**

HEAD OF YEAR (NON-TEACHING)

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|  | **Essential** | **Desirable** | **Identified** |
| Education and Training  | * Educated to GCSE level
 | * Evidence of high level qualifications
 | Application Form  |
| Experience /Skills | * Experience of working in an educational environment
* Understanding of the emotional and social pressures and issues of young people
* Ability to understand and interpret legislation that affects young people in relation to health, education and social services
* Excellent ICT skills
* Problem solving skills
 | * Experience of working in a multi-agency setting
* Awareness of the national education agenda, including special needs and inclusion.
 | Application Form/letter/interview   |
| Interpersonal skills  | * Ability to work with initiative and as part of a team
* Ability to work effectively and professionally with young people
* Ability to work in partnership with parents and carers.
* Self motivated with a proactive and adaptable approach to work
* Ability to prioritise own workload and meet deadlines
* Approachable style of working with others to achieve successful outcomes
* Flexible approach to work, to accommodate the needs of the post.
* Confidential and discreet
 | * Experience of leading a team
 | Letter/interview   |
| Other  | * Ability to relate to and promote the ethos of the Trust
* Excellent attendance and punctuality
* Willingness to undertake training as required
* Full Driving Licence
 |  | Interview /Reference/Application Form  |