**PERSON SPECIFICATION**

HEAD OF YEAR (NON-TEACHING)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 |