|  |  |
| --- | --- |
| **Person Specification** | **Head of Year** |
| **Qualifications and Experience** | **Essential**   * Well qualified and experienced teacher * Belief in a high profile and traditional approach to standards and expectations * Sound understanding of safeguarding procedures including attendance and behaviour * Able to manage and lead a team of people * Proven track record as a successful Form Tutor * Able to analyse data in order to inform strategies to support students * Able to balance the needs of the child with the demands of the school * Able to facilitate change * Some experience in working with difficult children and hard to reach parents * Experience of working with high achieving and ambitious students   **Desirable**   * An interest in wider school issues * Experience of leading successful, engaging assemblies * Some experience in working with outside agencies * Knowledge and understanding of careers education, information, advice and guidance |
| **Personal Qualities and Skills** | **Essential**   * An excellent communicator * Tactful, diplomatic and persevering * An excellent classroom practitioner, able to pass on those skills to others * A calm and approachable disposition when dealing with pupils, staff and parents * Well organised and efficient, keeping to deadlines and encouraging other to do so * Able to facilitate teamwork * High expectations of the personal standards of others including staff and students * Able to provide a stimulating learning environment * Personable, approachable and displays a clear enjoyment of working with young people * A commitment to contributing to wider school life through clubs and activities * Able to understand and follow school policies   **Desirable**   * An understanding of the role that the year team plays in the aims and ethos of the whole school |

