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| **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
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| **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
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