## **Person Specification:**

## Head of year

Last Updated: May 2019



| Key Criteria                          | Essential  | Desirable   | Evidenced  |
|---------------------------------------|--|---|--|
| Qualifications and Training           | <ul> <li>QTS</li> <li>Evidence of recent /relevant training</li> </ul>   | <ul> <li>Subject specialism in English, Science or<br/>Mathematics</li> <li>DSL trained</li> </ul>  | <ul><li>Qualifications<br/>check/references</li><li>Application</li></ul>                |
| Experience                            | <ul> <li>Good / outstanding teaching ability</li> <li>Highly effective performance as form tutor</li> <li>Some experience of pastoral leadership</li> </ul>  | <ul> <li>Significant experience of pastoral leadership</li> <li>Experience of improving outcomes for a cohort in a specific area from behaviour, attendance, academic achievement.</li> </ul> | <ul><li>Letter of application</li><li>Interview process</li><li>References</li></ul>     |
| Knowledge<br>and Skills               | <ul> <li>Understanding of effective pastoral support</li> <li>Effective time management and organisational skills</li> <li>Ability to communicate effectively and appropriately with staff, stude</li> <li>Ability to implement robust systems of recording and reporting</li> <li>Awareness of the range of strategies to address the needs of disadvar</li> <li>Understanding of teaching approaches and their effect on progress /</li> <li>Understanding and the ability to interpret data using it effectively to its familiar with IT and educational uses / approaches</li> <li>Commitment to raising achievement and knowledge of strategies to so understanding of setting targets and development of action plans</li> <li>Understanding of leadership and team management principles</li> <li>Ability to inspire, develop and motivate staff and students</li> <li>Belief in the potential of all students to succeed and achieve regardle.</li> <li>Ability to put in place effective intervention for students who are falli</li> <li>Good organisational skills</li> <li>Good behaviour management skills</li> <li>Ability to work sensitively and effectively with colleagues to help ther</li> <li>Understanding of how to engage parents and carers effectively to support to support the support of the support</li></ul> | ntaged and/or students achievement mprove outcomes and narrow gaps upport this as of ability or starting point ng behind n improve their everyday pastoral management                         | <ul> <li>Letter of application</li> <li>Interview process</li> <li>References</li> </ul> |
| Personal and professional development | <ul> <li>High levels of drive, energy and integrity</li> <li>Vision, energy and a commitment to excellence</li> <li>Evidence of willingness/involvement in relevant professional develop</li> <li>Able to identify own training and development needs and participate</li> <li>Ability and willingness to support the professional development of committee</li> </ul>   | in activities to address them.  | <ul><li>Letter of application</li><li>Interview process</li></ul>                        |

| Key Criteria | Essential  | Desirable   | Evidenced                      |
|--------------|--|---|--------------------------------|
|              | The ability to form good working relationships with colleagues, paren    |   |                                |
|              | The ability to prioritise and meet deadlines                             |   |                                |
|              | A commitment to continued professional development                       |   |                                |
|              | A desire and commitment to contribute to the wider school and its co     |   |                                |
|              | A commitment to protecting the welfare of young people                   |   |                                |
|              | A willingness to participate in and help organise trips and other enrici | ingness to participate in and help organise trips and other enrichment activities |                                |
|              | Able to maintain professional integrity when under pressure              | naintain professional integrity when under pressure                               |                                |
|              | Flexibility  |   |                                |
|              | Resilience   |   |                                |
| Other        | Commitment to inclusive education  |   | Letter of application          |
| Information  | Commitment to high standards for all                                     |   | Interview process              |
|              | Commitment to equality of opportunity and child protection.              |   | <ul> <li>References</li> </ul> |