

Person Specification

Assistant Head of Year

	Essential	Desirable	Methods of Assessment
Qualifications	- Good levels of competency in literacy & numeracy - A minimum of 5 GCSE's (or equivalent) to include English & Maths at Grade C	- Evidence of Further Education such as A Levels - Level 2 or 3 Teaching Assistant Qualifications or Supporting Teaching & Learning in School Certificate (Level 3) or - Graduate qualification to enable support to be given to a subject within the school	- Application - Qualifications
Experience	- Experience of supporting individual/groups of children - Experience of using interpersonal skills to work through difficult situations - Experience of working in a learning environment such as a learning centre or school/college	Experience of ICT packages i.e. Word, PowerPoint, Arbor	- Application - References - Interview
Knowledge	- Knowledge of Behaviour strategies and strategies to support children in the classroom - Knowledge of KS3 and/or KS4 curriculums	An understanding of the challenges faced by children with recognised difficulties such as Autism, Asperger's, ADHD, Dyslexia etc.	- Application - References - Interview
Skills	- Accurate and fluent written communication skills - Ability to orally communicate effectively with a range of audiences - Ability to engage and motivate pupils - Effective time management skills which allow students to complete set activities at an appropriate pace - Ability to remain positive and enthusiastic when under pressure	Awareness of the SEN Code of Practice	- Application - References - Interview
Other	- Commitment to inclusion - To undergo an enhanced DBS check		Interview