



## The Gilberd School Person Specification

### Head of Year

Attributes	Essential	Desirable	Assessed
<b>Education &amp; Qualifications</b>			
Qualified teacher status recognised by DfE.	x		A R
<b>Experience</b>			
Belief in a high profile and traditional approach to standards and expectations.	x		A I R
Sound understanding of safeguarding procedures including attendance and behaviour.	x		A I R
Able to manage and lead a team of people.	x		A I R
Proven track record as a successful Form Tutor.	x		A I R
Able to analyse data in order to inform strategies to support students.	x		A I R
Able to balance the needs of the child with the demands of the school.	x		A I R
Able to facilitate change.	x		A I R
Some experience in working with difficult children and hard to reach parents.	x		A I R
Experience of working with high achieving and ambitious students.	x		A I R
An interest in wider school issues.		x	A I R
Experience of leading successful, engaging assemblies.		x	A I R
Some experience in working with outside agencies.		x	A I R
Knowledge and understanding of careers education, information, advice and guidance.		x	A I R
<b>Knowledge and Skills</b>			
An excellent classroom practitioner, able to pass on those skills to others.	x		A I R
High expectations of the personal standards of others including staff and students.	x		A I R
Able to provide a stimulating learning environment.	x		A I R
Able to understand and follow school policies.	x		A I R
An understanding of the role that the year team plays in the aims and ethos of the whole school.		x	A I R
An up to date knowledge and understanding of current educational issues.	x		A I R
Evidence of good ICT skills.	x		R I
Excellent communicator to a variety of audiences, both verbally and in writing.	x		A I R
The ability to establish effective working relationships with a wide range of people including students, parents, colleagues and governors.	x		A I R

Knowledge and understanding of Safeguarding.	x		I R
<b>Personal Qualities</b>			
An excellent communicator.	x		A I R
Tactful, diplomatic and persevering.	x		A I R
A calm and approachable disposition when dealing with pupils, staff and parents.	x		A I R
Well organised and efficient, keeping to deadlines and encouraging others to do so.	x		A I R
Able to facilitate teamwork.	x		A I R
Personable, approachable and displays a clear enjoyment of working with young people.	x		A I R
A commitment to contributing to wider school life through clubs and activities.	x		A I R
A positive and proactive attitude.	x		A I R
Ambitious and visionary.	x		A I R
Ability to manage change and work under pressure and remain enthusiastic and resilient.	x		A I R
Supportive of the school's ethos and policies.	x		A I R

(Key: A = Application    I = Interview    R = Reference)