



## Person Specification for Head of Year

Essential	Desirable	Evidence
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Successful leadership experience would be an advantage.</li> <li>• Successful experience of organising, developing and motivating staff.</li> <li>• Evidence of motivating young people that has proved successful.</li> <li>• Experience of raising standards in a pastoral or academic role would be an advantage.</li> </ul>	<p>Knowledge and skills:</p>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
<p><b>Knowledge, Skills, Abilities and Qualities:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively with a variety of stakeholders both verbally and in writing.</li> <li>• Knowledge of latest research in relation to pastoral matters, pastoral intervention and closing the GAP for under achieving students.</li> <li>• Effective organisational skills and an ability to work under pressure.</li> <li>• Ability to lead monitor, manage and develop a team of tutors and lead on CPD to develop them professionally.</li> <li>• Ability to form good working relationships with students, staff, parents, governors and outside agencies.</li> <li>• Skills of data recording and analysis, the ability use assessment data to monitor and track student progress.</li> <li>• Ability to lead on and evaluate the impact of intervention initiatives work with underachieving students and groups to raise their academic performance.</li> <li>• Ability to develop the Social, Moral, Spiritual and Cultural development of students and lead on an engaging tutor time programme, assembly and pastoral programme.</li> <li>• Ability to lead on, co-ordinate student Interventions and evaluate their impact.</li> <li>• Ability to effectively lead on strategies that support students and their families with identified behaviour or attendance concerns.</li> <li>• Ability to lead on behaviour management training and implement strategies to support staff, parents and students. Sound knowledge of behaviour management techniques including an ability to coach, mentor and support staff</li> <li>• Ability to develop and lead on extra-curricular activities and community links programmes that are accessible to all students.</li> <li>• Ability to manage a budget effectively.</li> </ul>		

<ul style="list-style-type: none"> <li>• Knowledge of appropriate systems of monitoring student progress of learning, and their personal and social development.</li> <li>• Sound knowledge and understanding of safeguarding and child protection procedures.</li> <li>• Ability to effectively lead on and manage areas of the pastoral curriculum across the school.</li> <li>• Knowledge of recent initiatives and research developments that relate to student progress, behaviour and safety, pastoral leadership and the role of Year</li> </ul>		
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• High levels of enthusiasm, positivity and energy</li> <li>• Good communication skills</li> <li>• Commitment to comprehensive education and every student achieving high levels of success</li> <li>• Ability to reach and justify difficult decisions</li> <li>• Ability to support, inspire and motivate others</li> <li>• Ability to work as part of a team</li> <li>• A commitment to ongoing professional development</li> <li>• Ability to embrace change</li> <li>• Good sense of humour</li> <li>• A willingness to go the 'extra mile' when required</li> <li>• Calm under pressure</li> <li>• Ability to use own initiative and lead by example</li> </ul>		