

PERSON SPECIFICATION – ASSISTANT HEAD OF YEAR

Attributes	Essential	Desirable	How identified?
Experience	<ul style="list-style-type: none"> • Previous experience of working with young people 	<ul style="list-style-type: none"> • Experience of liaising with parents and external agencies • Experience of managing staff 	<ul style="list-style-type: none"> • Letter of Application • Interview
Professional Knowledge	<ul style="list-style-type: none"> • Knowledge of relevant legislation relating to child protection 	<ul style="list-style-type: none"> • Understanding of the recent developments in pastoral care • Knowledge of the school Safeguarding policy and guidelines • Knowledge of the School Behaviour Code • Knowledge of the School Learning Skills 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Effective administrative/ organisational skills and time management. • Good communication skills, both oral and written. Converse with ease, and provide advice, in accurate spoken English. • Ability to motivate both staff and students. • Ability to prioritise and manage time and workload • Competence in using Microsoft Office and email • Ability to work to tight deadlines • Ability to work as part of a team • Ability to keep confidentiality • First Aid training (required to attend 3 day course) 	<ul style="list-style-type: none"> • Ability to create and maintain an ethos which promotes effective learning and strives for achievement. 	
Personal	<ul style="list-style-type: none"> • Ability to establish relationships with young people founded on respect • Calm, pleasant manner with staff, pupils, parents and outside agencies • Excellent health and attendance record. • Enthusiastic approach to pastoral care and the ability to maximise students' achieving their full potential • Energy, stamina and resilience • Motivating and inspiring students, staff and parents, including positive management of student behaviour. 	<ul style="list-style-type: none"> • A good sense of humour, able to work under pressure and the ability to keep things in perspective. 	