



## **PERSON SPECIFICATION**

### **JOB TITLE: Head of Year**



<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• An understanding of issues that may affect a student's ability to attend school and behave</li> <li>• Knowledge of Behaviour Management techniques and behaviour intervention strategies</li> <li>• An understanding of the school curriculum and the needs of learners</li> <li>• Knowledge of the potential barriers to learning</li> <li>• Knowledge of interventions strategies to support pupils progress</li> <li>• An understanding of the transitions in a young person's life and the effect they can have on them</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of attendance regulations and targets</li> <li>• Knowledge of child protection legislation and procedures</li> <li>• Knowledge of school procedures</li> <li>• Knowledge of support service available to signpost students and families to</li> <li>• An understanding of the referral systems to external agencies</li> <li>• Knowledge of safeguarding and health &amp; Safety legislation</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working with BROMCOM or a similar data management system</li> <li>• Experience of working with CPOMS or similar safeguarding systems</li> <li>• Administrative experience</li> <li>• Experience of working with children and young people and their parents/carers</li> <li>• Microsoft package skills including spreadsheets, google documents, spreadsheets and google classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school environment</li> <li>• Experience of working with children and young people who have behavioural difficulties</li> <li>• Experience of implementing attendance and behavioural policies</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Excellent communication skills, including advisory and persuasive skills</li> <li>• Ability to establish positive and effective relationships with children and young people</li> <li>• Advisory skills</li> <li>• Listening skills</li> <li>• Organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse the reasons for behavioural problems of the pupils to ascertain the needs of the pupils and formulate an action plan</li> <li>• Ability to analyse attendance patterns and issues and formulate an action plan. To regularly review these to show impact.</li> </ul>

<ul style="list-style-type: none"> <li>• Excellent ICT skills</li> <li>• Analytical skills</li> <li>• Ability to keep accurate records</li> <li>• Ability to work successfully as part of a team</li> <li>• Ability to work on own initiative</li> <li>• Confidentiality</li> <li>• Report writing skills</li> <li>• Organisational and planning skills</li> <li>• Numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to create safety plans and risk assessments for students when required, to keep updated and to share with relevant parties.</li> <li>• The ability to complete the necessary external referrals required to support students.</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification in business/finance/administration or equivalent</li> <li>• Counselling qualification</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Commitment to the schools policies and ethos</li> <li>• Commitment to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Flexibility</li> <li>• The ability to converse at ease at all levels and provide advice in accurate spoken English is essential for the post.</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Committed to the ethos of the school</li> </ul>	