

MORTIMER COMMUNITY COLLEGE



PERSON SPECIFICATION

POST TITLE: Assistant Head of Year (non-teaching)

GRADE: Band 6 SCP 22 (term-time only)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> Degree and/or professional qualification in a relevant field, and/or recent and proven substantial experience of supporting young people in a school or community environment 	<ul style="list-style-type: none"> Relevant further higher education qualification(s) 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Recent and substantial experience of safeguarding and supporting vulnerable children and families in the home, school and/or community settings Experience of representing an organisation at meetings Experience of child protection and working within policies and procedures 	<ul style="list-style-type: none"> Leadership/management experience Experience of leading training Experience in mentoring/counselling children or young people Experience of teaching/covering lessons in a school setting Experience of working as part of a multi-disciplinary team Experience of presenting sensitive issues in a wide range of forums Experience of partnership working to achieve desired results 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Knowledge of current relevant legislation, and school systems Good communication involving oral, written and IT skills Ability to forge effective working relationships with young people and their families Ability to lead and manage groups of people Excellent behaviour management skills Adept at problem solving Ability to work individually and as part of a team 	<ul style="list-style-type: none"> Skilled in negotiating with school staff at all levels 	<ul style="list-style-type: none"> Application form Interview References

	<ul style="list-style-type: none"> • Ability to organise and prioritise work • Awareness and understanding of diversity issues • Concise report writing and accurate record keeping • Ability to work within a statutory framework 		
Disposition	<ul style="list-style-type: none"> • Commitment to the support and development of young people • Ability to develop effective working relationships with adults and children • Good interpersonal skills, tact, and awareness of the need for confidentiality • Transparent and accountable • Ability to work independently with minimum supervision • Ability to work under pressure and to meet deadlines • Calm and politely assertive • Willing to undertake professional development • Self-motivated 	<ul style="list-style-type: none"> • Open to innovation and new ways of thinking 	<ul style="list-style-type: none"> • Application Form • Interview • References
Circumstances	<ul style="list-style-type: none"> • Ability to be flexible in working patterns • Proactive 		<ul style="list-style-type: none"> • Application form • Interview • References