**Person Specification - Head of Year (non-teaching)**

The successful candidate will display the following qualities and characteristics. They will:

* have the ability to monitor practice, apply accountability and contribute to team thinking
* be capable of self-reflection to continually develop their leadership qualities
* display initiative and the ability to self-motivate
* display genuine interpersonal skills to motivate, inspire and lead others
* use data to question performance and set challenging targets
* be committed to the academic and personal development of students as individuals.

Further requirements of the position are detailed below:

| **Training and Qualifications** | **Essential** | **Desirable** |
| --- | --- | --- |
| Post 16 Higher Education, Teaching Assistant or Degree level qualification |  | \* |
| At least 5 x GCSE (A\*-C), or equivalent, including Maths and English | \* |   |
| First Aid certificate |  | \*  |
|  **Experience of Learning and School Leadership** | **Essential** | **Desirable** |
| Working with or caring for children of secondary school age in an educational setting | \* |  |
| Experience of working with young people with behavioural/emotional/social difficulties |  | \* |
| Experience of working closely with parents in successful home-school partnerships that support students’ needs  |  | \* |
| Experience of working with other agencies and specialist support staff. | \* |  |
| **Professional Knowledge and Understanding** | **Essential** | **Desirable** |
| Understand and promotes the principles of equality and diversity | \* |   |
| Knowledge of issues relating to equal opportunities | \* |  |
| Knowledge of current educational issues | \* |   |
| Understand and promote the principles of safeguarding children | \* |  |
| Professional development in the area of SEND |  | \* |
| **Personal Skills and Abilities**  | **Essential** | **Desirable** |
| Personal proficiency in ICT, and basic office skills | \* |   |
| Good communication skills with both adults and young people | \* |   |
| Can offer supportive and constructive challenge in a sensitive, empathic manner to colleagues, parents and students to champion the needs of vulnerable children | \* |  |
| Stamina and emotional resilience | \* |   |
| Confident and able to self motivate | \* |   |
| Able to work flexibly as a team member, or individually | \* |   |
| Personal impact and presence | \* |   |
| Willingness to participate in training and personal development | \* |  |
| Willingness to play an active part in school life. | \* |  |