



Person Specification

JOB TITLE:	Senior Assistant Head of Year
DATE:	November 2022
STATUS:	Draft

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
-----------------	---------------------------------	--------------------	--------------	------------------	---------------------------

Knowledge and qualifications					
1. GCSE grade C or above in English and Maths or equivalent competency	E	✓			✓
2. Excellent ICT skills and a clear understanding of data used to drive school improvement particularly attendance and Behaviour.	E	✓			✓
3. Knowledge of relevant legislation relating to safeguarding and child protection.	E	✓		✓	✓
4. Awareness of current trends surrounding academic progress, behaviour, attendance and pupil welfare.	D	✓			✓
5. DSL recognised qualification or willingness to undertake the qualification in post	E	✓		✓	
Experience					
6. Relevant experience of working with children or young people within secondary education or be able to offer evidence of ability to succeed in this role.	E	✓		✓	✓
7. Good understanding and knowledge of strategies to overcome barriers to learning and engagement for young people.	E	✓		✓	
8. Good understanding of child development and learning processes.	E	✓	✓	✓	
9. Experience of working successfully with families, multi-agency groups, partners or external stakeholders.	E	✓		✓	
10. Experience working with children with social, emotional or behavioural difficulties.	E	✓	✓	✓	
11. Proven experience working successfully in a pastoral role in secondary school.	D	✓		✓	✓
12. Experience using/implementing behaviour management strategies	D	✓	✓		
13. Skills and Competencies					

14. Ability to work effectively with minimal supervision on own initiative and as a member of a team.	E			✓	✓
15. Committed to achieving further professional development	E	✓		✓	
16. Effective oral communication and presentation skills.	E		✓	✓	
17. Ability to persuade, influence and gain co-operation.	E		✓		
18. Willingness to constructively challenge the work of self to continually improve	E	✓		✓	
19. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging people. • Use of authority to maintain discipline. 	E	✓	✓	✓	✓
Other					
20. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓