

Personnel Specification

Post Title: Assistant Head of Year

Attributes	Essential	Desirable	How Identified
Physical	<ul style="list-style-type: none"> • Good health and sufficient stamina to cope with a demanding role 		<ul style="list-style-type: none"> • Application
Qualifications	<ul style="list-style-type: none"> • GCSE Maths & English Level C or above • Evidence of further education or training 	<ul style="list-style-type: none"> • Qualification to work with young people 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Working in LSU, EBD or student support capacity or other specific Behaviour Management • Working independently and with others • Experience of at least 2 years working with young people in a school or similar environment • Use of management information systems (SIMS etc) and associated ICT 	<ul style="list-style-type: none"> • Experience in management or developing a new initiative • Effective coordination of a team monitoring, evaluating and reporting pupil performance and behaviour • Working with external agencies involving young people Developing projects 	<ul style="list-style-type: none"> • Application • Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Purpose of individual action plans, how they are formulated, implemented and reviewed • Knowledge of strategies for motivating young people and removing barriers to learning 	<ul style="list-style-type: none"> • The scope of external agencies in support work with pupils 	<ul style="list-style-type: none"> • Application • Interview
Practical/ Intellectual Skills	<ul style="list-style-type: none"> • The ability to set standards and provide support for students and staff • The ability to negotiate and communicate effectively with good oral and written communication skills, using good interpersonal skills • The ability to deal sensitively with people and resolve conflict • The ability to respond to complex situations • The ability to respond calmly to a variety of situations • The ability to work in isolation and 'think on your feet' 	<ul style="list-style-type: none"> • Demonstrate a clear understanding and competence in using ICT • Analyse, interpret, understand relevant data and present it in useful forms to students, staff and parents 	<ul style="list-style-type: none"> • Application • Interview



Disposition/Attitude	<ul style="list-style-type: none"> • Good team member with the ability to be both supportive and challenging • Sense of humour, patience, resilience, self-confidence, positive, positive, flexible and reflective • Work under pressure and to deadlines • Ability to remain calm, courteous and approachable 	Willingness to deliver INSET where appropriate	<ul style="list-style-type: none"> • Application • Interview
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