



PERSONNEL SPECIFICATION

POST TITLE: HEAD OF YEAR

SUMMARY OF JOB: To be responsible for the overall guidance and pastoral care of students in main school year group.
To lead the work of the Student Support Leader, a team of tutors and associate staff.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PHYSICAL	<ul style="list-style-type: none"> Must be physically and mentally equipped to undertake the work required. Must be able to elicit respect and attention. 		Application Interview Reference
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English (grade A-C) 	<ul style="list-style-type: none"> An appropriate degree or other specialist qualification. 	Application Interview Reference
EXPERIENCE	<ul style="list-style-type: none"> Appropriate successful experience of working with young people Appropriate experience of team leading and an awareness and understanding of leadership and management issues. 	<ul style="list-style-type: none"> Appropriate successful experience of working with students across the age and ability range within the secondary school sector. 	Application Interview Reference
TRAINING	<ul style="list-style-type: none"> Must be prepared to demonstrate willingness to continue professional development. 	<ul style="list-style-type: none"> Should have received training for leading a team and for the well-being and development of students. 	Application Interview Reference

SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • An awareness and understanding of current issues and practice relating to the overall welfare of 11 – 16 year olds. • Knowledge of the range of external agencies. 	<ul style="list-style-type: none"> • Awareness of equal opportunities issues. • Knowledge of cultures represented in this school. • Experience of having worked effectively with external agencies. 	Application Interview Reference
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • The ability to undertake the full range of work associated with this post. 		Application Interview Reference
- DISPOSITION - ADJUSTMENT - ATTITUDES	<ul style="list-style-type: none"> • Must be able to relate successfully to young people. • Must be able to establish an appropriate ethos to enable the aims of the school to be promoted. • Must be enthusiastic, conscientious, reliable, hardworking, able to motivate students and colleagues. • Must be able to initiate and adapt to new views. • Must have a sense of humour. 		Application Interview Reference
PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Good interpersonal skills which will enable positive relationships to be established with colleagues, students and parents. • Good organisational and planning skills. • The ability to counsel and advise students. • The ability to work effectively under pressure. 		Application Interview Reference