

HEAD OF YEAR – PERSON SPECIFICATION			
Item	Essential	Desirable	Measured
Organisational fit	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> • working towards the Support Staff Standards • working towards the Academy aims and objectives • working towards the Trust aims and objectives 		Application Form
Qualifications/Training	<p>English & Maths GCSE (Grade C or 4 or above) Relevant training in specialist areas (Mentoring) and strong evidence of continued professional development ICT Literate First aid trained or willing to undertake Medication Training or willing to undertake Prevent Training and British Values agenda or willing to undertake Safeguarding Training or willing to undertake MARF training (multi-agency referral) or willing to undertake</p>	<p>NVQ or similar in Mentoring Level 3</p> <p>Counselling Qualification</p>	Application Form and Interview & Assessment
Experience	<p>Working with or caring for children (of secondary school age) within previous and/or current post Planning & Preparation of work that is suitable for the learner Advising teaching and pastoral staff on social and emotional needs of particular learners. Building of positive relationships through parental liaison and other agencies Intervention – experience of implementing an agreed strategy for learners to improve their attitude and engagement. Writing of SSP (Student Support Plans) with the purpose of removing barriers to learning Using ICT to support learners to achieve Collaborating with all stakeholders, parents, family, carers, staff, other students, agencies Supporting staff in their pastoral capacity to guide and help others make decisions Effectively working in a multi-agency setting and working with colleagues across academy and trust and within other organisations. Effectively dealing with the needs of vulnerable and at risk learners</p>	Safeguarding Level 3 Training	Application Form, Interview and Assessment
Knowledge	<p>Understanding of children emotional and social needs An understanding of parental engagement strategies Understanding the Academy curriculum and other learning programmes and learning strategies Policy and Regulatory knowledge for Safeguarding and pastoral areas and experience of implementing those policies Educational databases (SIMS) and safeguarding systems (my concern)</p>		Interview & Assessment

Personal Attributes	Excellent Communicator (orally and written) Work independently Collaborator Influencer (with others and calming influence when required) Reflector (ability to identify own learning opportunities) Organised and ability to Plan, Prepare & Prioritise Passionate about the role of Head of Year (as reflected in the support staff standards) Empathetic Reliability and punctuality Resilient		Interview & Assessment
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