

MORTIMER COMMUNITY COLLEGE



PERSON SPECIFICATION

POST TITLE: Assistant Head of Year (non-teaching)

GRADE: Band 6 SCP 22 (term-time only)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	• Degree and/or professional qualification in a relevant field, and/or recent and proven substantial experience of supporting young people in a school or community environment	• Relevant further higher education qualification(s)	• Application form • Certificates
Work Experience	• Recent and substantial experience of safeguarding and supporting vulnerable children and families in the home, school and/or community settings • Experience of representing an organisation at meetings • Experience of child protection and working within policies and procedures	• Leadership/management experience • Experience of leading training • Experience in mentoring/counselling children or young people • Experience of teaching/covering lessons in a school setting • Experience of working as part of a multi-disciplinary team • Experience of presenting sensitive issues in a wide range of forums • Experience of partnership working to achieve desired results	• Application form • Interview • References
Knowledge/ Skills/ Aptitudes	• Knowledge of current relevant legislation, and school systems • Good communication involving oral, written and IT skills • Ability to forge effective working relationships with young people and their families • Ability to lead and manage groups of people • Excellent behaviour management skills • Adept at problem solving • Ability to work individually and as part of a team	• Skilled in negotiating with school staff at all levels	• Application form • Interview • References

	• Ability to organise and prioritise work • Awareness and understanding of diversity issues • Concise report writing and accurate record keeping • Ability to work within a statutory framework		
Disposition	• Commitment to the support and development of young people • Ability to develop effective working relationships with adults and children • Good interpersonal skills, tact, and awareness of the need for confidentiality • Transparent and accountable • Ability to work independently with minimum supervision • Ability to work under pressure and to meet deadlines • Calm and politely assertive • Willing to undertake professional development • Self-motivated	• Open to innovation and new ways of thinking	• Application Form • Interview • References
Circumstances	• Ability to be flexible in working patterns • Proactive		• Application form • Interview • References