

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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Relevant further higher education qualification(s)	<ul style="list-style-type: none">Application formCertificates
Work Experience	<ul style="list-style-type: none">Recent and substantial experience of safeguarding and supporting vulnerable children and families in the home, school and/or community settingsExperience of representing an organisation at meetingsExperience of child protection and working within policies and procedures	<ul style="list-style-type: none">Leadership/management experienceExperience of leading trainingExperience in mentoring/counselling children or young peopleExperience of teaching/covering lessons in a school settingExperience of working as part of a multi-disciplinary teamExperience of presenting sensitive issues in a wide range of forumsExperience of partnership working to achieve desired results	<ul style="list-style-type: none">Application formInterviewReferences
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">Knowledge of current relevant legislation, and school systemsGood communication involving oral, written and IT skillsAbility to forge effective working relationships with young people and their familiesAbility to lead and manage groups of peopleExcellent behaviour management skillsAdept at problem solvingAbility to work individually and as part of a team	<ul style="list-style-type: none">Skilled in negotiating with school staff at all levels	<ul style="list-style-type: none">Application formInterviewReferences

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Open to innovation and new ways of thinking 	<ul style="list-style-type: none"> • Application Form • Interview • References
Circumstances	<ul style="list-style-type: none"> • Ability to be flexible in working patterns • Proactive 		<ul style="list-style-type: none"> • Application form • Interview • References