

**MORTIMER COMMUNITY COLLEGE**



**PERSON SPECIFICATION**

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

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

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Relevant further higher education qualification(s)</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Recent and substantial experience of safeguarding and supporting vulnerable children and families in the home, school and/or community settings</li> <li>Experience of representing an organisation at meetings</li> <li>Experience of child protection and working within policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Leadership/management experience</li> <li>Experience of leading training</li> <li>Experience in mentoring/counselling children or young people</li> <li>Experience of teaching/covering lessons in a school setting</li> <li>Experience of working as part of a multi-disciplinary team</li> <li>Experience of presenting sensitive issues in a wide range of forums</li> <li>Experience of partnership working to achieve desired results</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Knowledge of current relevant legislation, and school systems</li> <li>Good communication involving oral, written and IT skills</li> <li>Ability to forge effective working relationships with young people and their families</li> <li>Ability to lead and manage groups of people</li> <li>Excellent behaviour management skills</li> <li>Adept at problem solving</li> <li>Ability to work individually and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Skilled in negotiating with school staff at all levels</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise work</li> <li>• Awareness and understanding of diversity issues</li> <li>• Concise report writing and accurate record keeping</li> <li>• Ability to work within a statutory framework</li> </ul>		
Disposition	<ul style="list-style-type: none"> <li>• Commitment to the support and development of young people</li> <li>• Ability to develop effective working relationships with adults and children</li> <li>• Good interpersonal skills, tact, and awareness of the need for confidentiality</li> <li>• Transparent and accountable</li> <li>• Ability to work independently with minimum supervision</li> <li>• Ability to work under pressure and to meet deadlines</li> <li>• Calm and politely assertive</li> <li>• Willing to undertake professional development</li> <li>• Self-motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Open to innovation and new ways of thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
Circumstances	<ul style="list-style-type: none"> <li>• Ability to be flexible in working patterns</li> <li>• Proactive</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>