



PERSON SPECIFICATION

Post title:	Head of Year
Academy:	Academy 360
Reporting to:	Assistant Principal
Salary/pay range:	£30,802 FTE, £27,178.20 actual salary
Hours of work:	37 hours per week, term time only plus 5 INSET Days

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
Relevant qualifications e.g., GCSE English and Maths or equivalent and / or Level 2 / 3 Support Work in Schools	X		Application
Experience of using SIMS system or similar data management system		X	
Experience of using Microsoft Office	X		
First Aid Qualified (or willing to qualify)		X	
Willingness to develop new skills by participating in CPD	X		
Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about extraordinary change which may challenge the norm	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good , moral, truthful and treat others with respect	X		
Knowledge & Experience	Essential	Desirable	How Identified
Knowledge and experience in Primary or Secondary education	X		Application Interview

Experience of counselling / mentoring or coaching young people		X	Task
Ability to prepare and write reports and produce factual and statistical information as required	X		
Supporting students with significant consistent underachievement	X		
Providing support to teachers by working in small intervention groups		X	
Experience of liaising with external agencies		X	
Experience of working as part of a schools pastoral team		X	
Skills	Essential	Desirable	How Identified
A positive and co-operative team member	X		Application Interview Task
Ability to prioritise workload effectively to meet deadlines	X		
Excellent communication and inter-personal skills	X		
Ability to monitor, manage attendance and behaviour data	X		
Ability to understand and relate well to young people	X		
Ability to manage, analyse and interpret data	X		
Ability to work independently and take initiative	X		
Ability to set targets and monitor progress	X		
Ability to support the work of colleagues	X		
Ability to maintain a professional manner in challenging situations	X		
Equal Opportunities	Essential	Desirable	How Identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people	X		