



PERSON SPECIFICATION

Job title:	Head of Year
Working hours:	Full time and in line with STPC
Salary:	MPR/UPR + TLR
Accountable to:	Headteacher/SLT/Associate Assistant Headteacher

Skills and knowledge

A sound knowledge and creative flair for their own teaching subject	Essential
An understanding of effective strategies to lead change and innovation	Essential
An understanding of the importance of multi-agency working in the pastoral care of young people	Essential
The ability to work well with young people and command their respect	Essential
An ability to analyse and interpret data and drawing robust conclusions from it	Desirable
Ability to apply ones knowledge to develop strategies for effective communications with school, external agencies for alternative provision	Essential
Ability to support colleagues to manage relationships during classes and extracurricular activities	Essential
A compassion for and understanding of the barriers young people may face with impact on progress	Essential
Ability to empathise and draw out the best in people and communicate well	Essential

Management of change	Desirable
Ability to develop and implement policies and practices which reflect the school's commitment to a supportive ethos that helps young people to thrive	Essential
Ability to build a high performing and cohesive team of form tutors	Essential
The ability to lead and work as member of a senior team in a purposeful manner	Essential

Qualifications/Attainment

A good honours graduate	Essential
Qualified Teacher Status	Essential
Adhering to and creating Health and Safety risk assessments	Essential*
Recent evidence of relevant professional development/training	Highly Desirable

Experience

At least two years of successful subject or pastoral experience as Head of Year/Department or Assistant Head of Year	Essential
Experience of learning on a whole school initiative	Desirable
Experience of development planning	Essential
Experience of lesson observation and quality assurance	Essential
Experience of planning support for vulnerable students in partnership with parents and external agencies	Essential
Experience of leading meetings effectively	Essential

Attitude/approach

Able to form positive, professional and effective working relationships with colleagues, and to relate appropriately to students	Essential
Creative and imaginative thinker	Essential
Discreet and able to deal with confidential information appropriately	Essential
Flexibility and ability to lead an effective team of professionals	Essential
Confident, highly motivated and self-sufficient	Essential
Able to show initiative and problem-solve	Essential
Enthusiastic and committed to the aims/objectives of the school	Essential
A determination to deliver and be part of only the very best of learning activities	Essential

*Training is available