

# Person Specification

## Head of Year

	Essential	Desirable
<b>Education and Qualifications</b>		
Qualified Teacher Status or on Scheme to become QTS	✓	
Degree or equivalent in relevant discipline	✓	
Committed to ongoing development as a professional teacher	✓	
Other Middle Leadership Qualification (eg NPQML)		✓

<b>Experience</b>		
Successful leadership and management experience in school	✓	
Teaching at a good and outstanding level	✓	
Some experience of successful line management	✓	
Demonstrable experience of managing/leading people	✓	
Demonstrable experience of safeguarding processes		✓
Demonstrable experience of effectively tackling under performance in students	✓	
Effective working with a variety of stakeholders such as students, parents, governors and the wider community	✓	

<b>Skills and Knowledge</b>		
Data analysis. And the ability to use data to set targets and identify weaknesses	✓	
Have some understanding of high-quality teaching, and the ability to model this for others and support others to improve	✓	
Effective communication and interpersonal skills	✓	
Ability to communicate to individuals and audiences	✓	
Knowledge and ability to build effective working relationships	✓	
High level of oral, written and ICT skills	✓	
Knowledge and ability to manage conflict and achieve resolution	✓	

<b>Personal Qualities</b>		
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in way that exploit the position	✓	
A strong sense of professionalism, commitment to upholding standards and setting an appropriate example	✓	

Relentless optimism	✓	
Prepared to work extremely hard to achieve the desired goals	✓	
High degree of attention to detail	✓	
A starter finisher	✓	

<b>Other</b>		
Willingness to work flexible hours on occasions	✓	
Willingness to maintain confidentiality on all school matters	✓	
Willing to undertake training courses that are relevant to the duties of the post	✓	
Willingness to be involved in internal and external meetings	✓	