



### PERSON SPECIFICATION

**POST TITLE:** Assistant Head of Year

#### **CRITERIA**

#### **ESSENTIAL CRITERIA**

#### **Job-related Education, Qualifications and Knowledge**

- Having / working towards NVQ Level 4 equivalent qualification or experience in a relevant discipline.
- Good knowledge and understanding of relevant ICT packages including the school's specialist software and resources.

#### **Experience**

- Full working knowledge and understanding of a range of relevant policies / codes of practice and legislation.
- Several years' demonstrable experience of working in pupil support at a senior level.

#### **Skills and Abilities**

- Excellent numeracy / literacy skills to undertake a variety of tasks.
- A knowledge and understanding of the needs and issues concerning young people.
- A knowledge and understanding of the available range of support services/providers.
- To be fully committed to the school and Council's safeguarding policies.
- Excellent communication skills, with the ability to build relationships with students, staff and parents.
- Ability to work flexibly and respond to the ever-changing school environment.
- Constantly improve own practice/knowledge through self-evaluation and learning from others.
- Ability to relate well to children and adults, including parents, Governors and visitors, often on behalf of senior managers; passing information and giving advice to other staff.
- Ability to lead staff in maintaining accurate records, the ability to analyse and present information when required.
- The ability to identify potential difficulties / issues, analyse them and make recommendations.
- Excellent organisation skills.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

## Assistant Head of Year



- Able to organise, lead and motivate other staff.
- Ability to undertake medium term planning.
- Ability to plan and develop systems.
- Ability to manage own workload and the work of a team to ensure deadlines are met.
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

### DESIRABLE CRITERIA

- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing the national/foundation stage curriculum and other relevant learning programmes/strategies.
- Good understanding of the principles of child development and learning processes and, in particular, barriers to learning.
- Experience of organising programmes for young people.
- A minimum of two years' experience of working with children in the 11-16 age group.
- Effective time-management skills, with the ability to prioritise work-load.
- Can use ICT effectively to support learning.

Post Holder Name.....

Post Holder Signature.....

Date.....

**Blatchington Mill School is committed to safeguarding our students and we expect all staff and volunteers to support this commitment.**