

Person Specification for the Post of: **Sixth Form Non-Teaching Head of Year**

Attributes	Requirements	Essential	Desirable
Education Qualifications	Must have at least RQF L2 in English Language and Mathematics	✓	
	Up to date Safeguarding training		✓
Experience	Experience of working with children	✓	
	Experience in working in a school setting or alternative education and working with external support agencies	✓	
	Understanding of de-escalation techniques for behaviour and proven experience implementing these	✓	
	Experience of working with students who have Social, Emotional and Mental Health needs	✓	
	Experience of liaising with parents/carers and external agencies	✓	
	Experience of delivering individualised programmes		✓
	Experience of delivering lessons to small groups		✓
Personal & Professional Skills & Attributes	Excellent interpersonal skills and the ability to build effective relationships with students, staff, families and other professionals	✓	
	Highly ambitious on behalf of students with a positive outlook and determination to motivate and enthuse pupils to improve and sustain attendance, behaviour and strive for success	✓	
	Ability to work as an effective team player, using initiative and assuming responsibility when necessary	✓	
	Flexible and creative with an ability to adapt own approaches in order to meet the needs of vulnerable or challenging young people and inspire and motivate them	✓	
	Ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances or situations	✓	
	Excellent verbal and written communication skills	✓	
	Approachable, non-judgemental and a good listener	✓	
	Ability to manage your own behaviour in response to students' actions, maintaining high professional standards at all times	✓	
	High level administrative and record keeping skills with an excellent eye for detail	✓	
	Ability to use a variety of IT based applications, such as email, Google, Word, Excel, PowerPoint amongst other programs	✓	
	An understanding of the need for confidentiality when dealing with sensitive information	✓	
	Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment	✓	
	Good understanding of intervention programmes and strategies, especially in literacy, numeracy and behaviour management	✓	
	Knowledge of issues surrounding safeguarding, Child Protection, Prevent Duty and the care of Looked After Children	✓	
Other	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Willingness to identify own training and development needs and participate in development and training opportunities	✓	
	Set a good example in terms of dress, punctuality and attendance	✓	
	Contribute actively to the wider life of the school		✓