

PERSON SPECIFICATION HEAD OF YEAR (NON-TEACHING)

	Essential	Desirable	Identified
Education and Training	<ul style="list-style-type: none"> • Educated to GCSE level 	<ul style="list-style-type: none"> • Evidence of high level qualifications 	Application Form
Experience /Skills	<ul style="list-style-type: none"> • Experience of working in an educational environment • Understanding of the emotional and social pressures and issues of young people • Ability to understand and interpret legislation that affects young people in relation to health, education and social services • Excellent ICT skills • Problem solving skills 	<ul style="list-style-type: none"> • Experience of working in a multi-agency setting • Awareness of the national education agenda, including special needs and inclusion. 	Application Form/letter/ interview
Interpersonal skills	<ul style="list-style-type: none"> • Ability to work with initiative and as part of a team • Ability to work effectively and professionally with young people • Ability to work in partnership with parents and carers. • Self motivated with a proactive and adaptable approach to work • Ability to prioritise own workload and meet deadlines • Approachable style of working with others to achieve successful outcomes • Flexible approach to work, to accommodate the needs of the post. • Confidential and discreet 	<ul style="list-style-type: none"> • Experience of leading a team 	Letter/interview
Other	<ul style="list-style-type: none"> • Ability to relate to and promote the ethos of the Trust • Excellent attendance and punctuality • Willingness to undertake training as required • Full Driving Licence 		Interview /Reference/Application Form