



**PERSON SPECIFICATION**

**Job Title:** Head of Year

**Grade:** GR4

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience of working in a school environment	AF/I
	Experience of supervising pupils and managing their behaviour	AF/I
	Knowledge of school procedures	AF/I
	Experience of managing conflict	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Ability to manage pupil behaviour and deal with situations calmly, effective and correctly	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to work collaboratively	AF/I
	Ability to cope with conflicting demands, deadlines and interruptions	AF/I
	Effective time management, organisational and analytical skills	AF/I
	The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others	AF/I
	The ability to support colleagues	AF/I
	The ability to work independently without supervision	AF/I
	The ability to be flexible, positive, dedicated and trustworthy	AF/I
The ability to establish and develop positive relationships throughout the school	AF/I	
<b>TRAINING</b>	Interest in own personal development and willingness to undertake further training deemed appropriate by the school	AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE TRUST'S  
EQUAL OPPORTUNITIES POLICY**