

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Deputy Year Leader (KS3/4)

Person Specification

Qualifications/ Training and Experience	<ul style="list-style-type: none">• Numerate and literate to GCSE or equivalent standard• Good general educational qualifications and evidence of continuing training beyond school level• Experience of school work, youth work, or similar• Training in relevant IT packages for administration and record keeping (desirable)
Knowledge/Skills	<ul style="list-style-type: none">• Knowledge of the needs of young people• An understanding of equal opportunities• A working knowledge and understanding of Child Protection Procedures• Knowledge of the Year Leader role in the context of supporting this role would be desirable• Knowledge of referral routes and how to raise concerns would be desirable• Good general knowledge of the curriculum and CEIAG would be desirable• High standard of effective and sensitive communication with adults and young people, both verbal and written• Strong time management and organisational skills• Good problem solving skills• An ability to constructively challenge difficult issues would be desirable• An ability to facilitate discussion would be desirable• Good ICT skills
Personal Characteristics	<ul style="list-style-type: none">• Be non-judgemental• Patience, good listening skills, diplomacy and flexibility• Calmness and empathy• Enthusiasm• Initiative and the ability to work independently• Excellent team work / support of peers• A genuine liking for young people, tact, sensitivity and willingness to be a team supporter• Be willing to learn
Safeguarding and Wellbeing	<ul style="list-style-type: none">• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines• A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community• Desire to take on further/ advanced Safeguarding training and responsibilities (desirable)• Evidence of CPD undertaken in this area (desirable)