

Person Specification

Post: Head of Year

Salary Scale: Cumbria County Council Scale Point 27 - 28

Criteria	Essential	Desirable
Qualifications / Training / Competencies		
5 A – C GCSE's including English and Maths	✓	
A level standard of education or equivalent	✓	
Degree in relevant discipline		✓
Counselling qualification		✓
First Aid qualification		✓
Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development	✓	
Experience of making assessments of children and young people to identify their individual needs	✓	
Experience of drawing up individual action plans, monitoring their implementation and making adjustment relating to pupil progress or changes in circumstances	✓	
Experience of working in a team collaboratively to share ideas and achieve objectives	✓	
Experience of working with children and young people in an educational setting		✓
Relevant Knowledge / Awareness		
Working knowledge of relevant policies, codes of practice and legislation	✓	
Understanding of statutory frameworks relating to safeguarding and child protection including Early Help Assessments	✓	
Understanding of inclusion, especially in a school setting	✓	
Knowledge and understanding of data protection and confidentiality issues	✓	
Skills / Abilities		
Communication skills to influence, persuade, motivate and engage with a wide range of children, young people and their families	✓	
Interpersonal skills to form and maintain positive working relationships with pupils, their families, colleagues, and other education/healthcare professionals and partner organisations	✓	
Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach	✓	
Creative skills to develop a range of different options and alternatives that will support children and young people to engage in the learning process	✓	

Analytical skills to interpret information, determine different options for action and feasibility of proposals to solve difficult problems	✓	
Initiative to plan and prioritise the work of the service, and make decisions to deliver the service in the most appropriate way to achieve the best outcomes for pupils	✓	
Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision	✓	