

Person Specification for Head of Year/Teacher

Qualifications:	Essential	Desirable	A	I	R
1. Qualified teacher status	✓		✓		
2. Degree or equivalent	✓		✓		
3. A higher Degree		✓	✓		
4. Experience in more than one school (or experience of different school contexts whilst training)		✓	✓		
5. Evidence of further professional development in subject area	✓		✓		
6. Evidence of other further professional development		✓	✓		

Professional knowledge and understanding, skills and attributes:	Essential	Desirable	A	I	R
7. An understanding of the characteristics of an effective school		✓	✓	✓	
8. Specific evidence of successful classroom teaching	✓		✓	✓	✓
9. A commitment and thorough understanding of how his/her subject specialism should be taught and an understanding of the National Curriculum - content and assessment	✓			✓	
10. The ability to achieve challenging professional targets/objectives. The ability to develop and implement policy and practice which reflects the school's commitment to high achievement	✓		✓	✓	✓
11. The ability to analyse, understand and interpret data and information	✓			✓	
12. The ability to judge when to make a decision, when to consult and when to defer to a senior member of staff	✓			✓	✓
13. The ability to promote the ethos, aims and objectives of the school to the wider community	✓			✓	✓
14. The ability to prioritise own time, work under pressure and meet deadlines with a sense of balance and perspective	✓			✓	✓
15. The ability to use IT to enhance and support teaching, learning and management	✓			✓	
16. Evidence of involvement and understanding of pastoral needs of students	✓		✓	✓	
17. Evidence of working in a range of different school contexts		✓	✓	✓	

Personal skills and attributes:	Essential	Desirable	A	I	R
18. Decision-making skills - the ability to investigate, solve problems and make decisions	✓			✓	
19. Communication skills (both orally and in writing) – the ability to make points clearly and understand the views of others	✓		✓	✓	
20. Ability to develop new ideas	✓			✓	
21. Personal impact and presence	✓			✓	✓
22. Energy, determination and perseverance	✓				✓
23. Self-confidence, enthusiasm and commitment	✓			✓	
24. Reliability and integrity	✓			✓	✓

Note - The duties required of all teachers under Pay and Conditions legislation are a necessary part of this job description. This job description is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

Bold statements are the main criteria used for shortlisting. Non-bold statements are subsidiary criteria used for further refining the shortlist.

A = Application I = Interview R = Reference