

## **THE CHERWELL SCHOOL**

*Kindness, Opportunity, Responsibility, Excellence*

### **Deputy Year Leader (Sixth Form)**

#### **Person Specification**

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