

Job Title: Assistant Head of Year

Person Specification:

	Job Requirements
Education and qualification	<ul style="list-style-type: none"> • NVQ level 2 in English and Maths or equivalent • Evidence of relevant professional development.
Knowledge and experience	<ul style="list-style-type: none"> ○ Experience of working with children of relevant age in a learning environment ○ Knowledge and experience in behaviour management. • Full working knowledge of relevant policies/codes of practice/legislation. Good knowledge experience and understanding of learning processes. • Previous experience working with children/young people in a primary or secondary setting • Previous experience working with children/young people SEMH needs • Emotional Literacy Support Assistant (ELSA) qualified or equivalent level of understanding
Skills and abilities	<ul style="list-style-type: none"> • Effective numeracy / literacy skills. • Able to constantly improve own practice/knowledge through self-evaluation and learning from others. • Ability to relate well to children and adults. • Ability to plan effective actions for pupils at risk of exclusion. • Excellent understanding of pupil/student behaviour. • Able to use ICT effectively to support learning. • Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • Able to work with pupils/students on a one to one. • Able to work with small groups of pupils/students. • Ability to understand and interpret simple data to track student progress. • Ability to understand the diverse needs to students. • Ability to motivate pupils/students. • Ability to plan effective activities for pupils/students that progress learning.
Special Requirements	<ul style="list-style-type: none"> • Commitment to high educational, professional and personal standards. • Understanding the importance of maintaining confidentiality. • A flexible approach to work. • Ability to manage a complex workload, to work independently and to tight deadlines. • Commitment to equal opportunities and valuing diversity. • An Enhanced Disclosure is required for this post.