

## Head of Year Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

	A – application C – certificate I – interview R – reference	Essential	Desirable	Evidence
<b>Qualifications</b>				
Relevant degree and/or equivalent qualification.		✓		A/C
Qualified Teacher Status.		✓		A/C
Right to work in the UK.		✓		A/C
NPQML or other evidence of continuing professional development.		✓		A/C
<b>Experience of Inclusive Education</b>				
Commitment to inclusion and improving life chances for vulnerable students.		✓		A/I/R
Evidence of highly impactful teaching of SEND or disadvantaged students, those who are or were looked after, and/or those with a social worker.		✓		A/I/R
Ability to work with and lead external agencies and organisations to support one or more of the following: SEND or disadvantaged students, those who are or were looked after, and/or those with a social worker.		✓		A/I/R
<b>Leadership Skills and Attributes</b>				
Personal impact and presence based on confidence, humility and trust.		✓		A/I
Strong strategic and reflective leadership skills.		✓		A/I
An outstanding collaborator and team player.		✓		A/I
Personal motivation, initiative and determination.		✓		A/I
Resilience, professionalism and positivity.		✓		A/I
Excellent organisational skills including data handling and interpretation.		✓		A/I
<b>Skills and Experience</b>				
Proven track record of excellent teaching.		✓		A/I/R
Experience of overseeing and implementing effective change.		✓		A/I
Experience of presenting to a range of stakeholders.		✓		A/I
Evidence of working across different key stages.		✓		A/R
Evidence of the effective use of self-evaluation and development planning.		✓		A/I
Excellent written and verbal communication skills.		✓		A/I
<b>Knowledge</b>				
Experience of interpreting educational data and using it to raise standards		✓		A/I
Knowledge of the current Ofsted inspection framework and its implications		✓		A/I
Knowledge of the recent White Paper and other government policies.		✓		A/I
Awareness of the use of a variety of IT systems to track progress and performance.			✓	A/I