



PERSON SPECIFICATION

Role

Associate Head of Year

Qualifications, training and education

- Essential: Qualified Teacher Status.
- Essential: Safeguarding knowledge.
- Essential: Knowledge of the National Curriculum.
- Essential: Knowledge of relevant learning strategies to support student access, engagement and progress
- Essential: Knowledge of behaviour management strategies, particularly for vulnerable students.
- Essential: Knowledge of the standard of work expected from students.
- Desirable: Attendance at MEI training or similar pastoral training.
- Desirable: Experience of managing a team, preferably a team working with vulnerable children.

Skills and abilities

Teaching and learning

- Ability to use learning strategies that support students' engagement, progress and access to schoolwork.
- Ability to use classroom management approaches that engage students who may be hard to reach.
- Ability to analyse data to inform appropriate next steps for students.

Communication

- Communication and interpersonal skills that support positive relationships with students, parents, carers, colleagues and external agencies.
- Experience of communicating with parents and carers beyond standard parents' evening processes.
- Ability to form positive relationships with parents and carers to support improvement for the child.



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- Ability to maintain confidentiality at all times.

Behaviour management

- Ability to use positive behaviour management strategies appropriately, particularly with vulnerable students.
- Confidence in conflict resolution and positive challenge.
- Ability to remain calm under pressure and respond adaptably.

Pastoral and inclusion

- Keen interest in pastoral work.
- A caring and positive attitude, sensitive to students' needs.
- Ability to take responsibility for supporting students' pastoral needs.
- Resilience and ability to absorb pressure and refocus.
- Willingness to take an active part in six training sessions across the year and apply learning within the year group.
- Commitment to supporting the children in the postholder's care.

Personal qualities

- Ability to be proactive and use own initiative.
- Positive approach to self-evaluation and learning from others to improve own practice and knowledge.
- Adaptable and energetic approach.
- Appropriate sense of humour.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Ability to contribute appropriately to safeguarding arrangements, including dealing with and escalating issues as required.
- Enhanced DBS clearance is required.



MAIDEN ERLEGH
SCHOOL

PERSON SPECIFICATION

- Satisfactory employment checks and references are required.
- Section 128 check is required where the post is treated as a leadership role

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. Employment with the Trust constitutes regulated activity, all posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.