



ST JOHN FISHER  
HARROGATE

## PERSON SPECIFICATION Year Manager

### Qualifications

#### Essential

- Minimum of GCSE Grade 4 (or equivalent) in English and Mathematics
- Commitment to ongoing professional development

#### Desirable

- Relevant Level 3 qualification (e.g. Childcare, Education, Youth Work or equivalent)
  - Safeguarding/Child Protection training
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### Experience

#### Essential

- Experience of working with young people in a school or similar setting
- Experience of supporting behaviour, attendance or student welfare
- Experience of working with parents/carers and external agencies
- Experience of implementing or supporting interventions for students

#### Desirable

- Experience within a pastoral or behaviour support role in a secondary school
  - Experience of working with disadvantaged students and/or students with SEND
  - Experience of implementing and reviewing pastoral support plans (e.g. behaviour, attendance, safety)
  - Experience of working within multi-agency or safeguarding processes
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### Knowledge and Understanding

#### Essential

- Understanding of safeguarding and child protection responsibilities in schools
- Understanding of behaviour and engagement strategies to support students
- Awareness of barriers to learning, including attendance, behaviour, disadvantage and SEND
- Understanding of the importance of promoting inclusion, belonging and high expectations

#### Desirable

- Knowledge of current guidance and expectations relating to:
    - Behaviour and attitudes
    - Attendance and persistent absence
    - Personal development and student wellbeing
  - Understanding of graduated approaches to support (assess–plan–do–review)
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### Skills

#### Essential

- Strong interpersonal and communication skills, including the ability to build positive relationships with students, staff and families
- Ability to manage behaviour effectively and consistently
- Ability to gather, analyse and present information clearly (e.g. incident investigations, records)
- Ability to work collaboratively as part of a team
- Ability to organise, prioritise and manage workload effectively
- Ability to remain calm and professional in challenging situations

**Desirable**

- Ability to contribute to the development and monitoring of intervention strategies
  - Ability to support colleagues (e.g. form tutors) in maintaining consistent standards
  - Confidence in using school systems (e.g. MIS) to track behaviour, attendance and interventions
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**Personal Qualities****Essential**

- High expectations of all students and commitment to maintaining standards
- Commitment to safeguarding and promoting the welfare of young people
- Professional integrity, discretion and confidentiality
- Resilience, adaptability and a solution-focused approach
- Commitment to teamwork and positive working relationships
- Commitment to the catholic ethos and values of the school

**Desirable**

- Commitment to supporting inclusion for all students, particularly disadvantaged and those with SEND
  - Reflective practitioner with a willingness to learn and develop
  - Practicing catholic
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**Additional Requirements****Essential**

- Willingness to undertake relevant training and professional development
- Ability to occasionally work outside normal school hours to support events

**Desirable**

- First aid qualification (optional if you later want to reintroduce it separately, but currently omitted per your request)