



PERSON SPECIFICATION

Role

Head of Year

Qualifications, training and education

- Essential: Qualified Teacher Status.
- Essential: Right to work in the UK.
- Desirable: Evidence of further professional development, such as NPQs or equivalent leadership training.

Skills and abilities

Teaching and learning

- Successful experience of teaching at KS3 and/or KS4 and/or KS5, as applicable to the setting.
- Strong classroom and behaviour management skills to support positive learning conditions and student progress.
- Ability to secure high standards of student progress and achievement through effective teaching practice.

Communication

- Ability to build positive, professional and motivating relationships with students, colleagues and parents to support shared success and strong outcomes.
- Effective communication skills with a range of stakeholders, including external agencies.
- Ability to engage and work collaboratively with parents to support student outcomes.

Organisation and planning



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- Ability to use internal and external data to inform planning, monitor performance and support improvement.
- Strong organisational skills to manage competing priorities and support whole-year group provision.
- Ability to contribute to whole-school initiatives and support consistent implementation.
- Ability to manage and co-ordinate a team through clear organisation, communication and follow-up.
- Ability to identify team development needs and support professional development through coaching and mentoring.

Behaviour management

- Ability to model and promote high standards of behaviour and attitudes to learning.
- Confidence in applying behaviour management strategies consistently and effectively to support a calm, safe and inclusive school culture.

Pastoral and inclusion

- Experience of providing pastoral support to students across a range of needs.
- Ability to identify barriers to learning and support appropriate intervention strategies.
- Commitment to inclusion and the achievement of all students.
- Experience of working with a range of agencies to support students and remove barriers to learning.

Technical skills

- Understanding of internal and external data and its use in supporting student progress.
- Proficient use of data analysis tools to monitor and evaluate student outcomes.

Personal qualities

- Genuine passion and belief in the potential of every student.



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- Willingness to learn and engage in continuous professional development.
- Ability to work collaboratively as part of a team and contribute to a positive school culture.
- Commitment to contributing to extra-curricular activities and wider school life.
- Empathetic approach to leadership and team support.
- Confidence in holding difficult, sensitive or challenging conversations with team members.
- Approachable and flexible, with listening skills to support team management and co-ordination.

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.
- Satisfactory employment checks and references.
- Satisfactory enhanced Disclosure and Barring Service check.
- Satisfactory Section 128 check.