



The Sutton Academy

Person Specification:

Attributes	Head of Year	E = Essential D = Desirable
Knowledge	<p>Awareness and basic understanding of school curriculum (within specified age range of 11-16)</p> <p>Basic awareness of inclusion, especially within a school setting.</p> <p>Understanding of basic technology eg. computer, video, photocopier</p>	<p>E</p> <p>E</p> <p>E</p>
Skills and Abilities	<p>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</p> <p>Ability to build effective working relationships with all pupils and colleagues</p> <p>Numeracy and Literacy skills as required</p> <p>Ability to provide basic clerical and administrative support as required eg. pupil record keeping.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualifications and training	<p>GCSE Grade C/4 or above in Maths and English</p> <p>Further qualifications</p>	<p>E</p> <p>D</p>
Experience	<p>Experience of working with children with specific behaviour problems (within specified age range)</p> <p>Above within an educational setting</p>	<p>D</p> <p>D</p>
Professional values and practice	<p>Must be able to demonstrate all of the following: Ability to understand, build and maintain successful relationships with pupils and colleagues, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</p>	<p>E</p>
Special attributes required of the candidate	<p>Participate in relevant training and development opportunities.</p>	<p>E</p>