

## Assistant Head of Year (Non-Teaching) Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	Good standard of education (e.g. GCSEs or equivalent, including English and Maths)	Relevant qualification in education, youth work, safeguarding, or pastoral care
Experience	Experience of working with young people in an educational or similar setting	Experience in a pastoral or behaviour support role within a school environment
Skills & Abilities	<p>Strong interpersonal and communication skills with students, staff, and parents;</p> <p>Ability to promote positive behaviour and support student wellbeing;</p> <p>Good organisational skills;</p> <p>Ability to work proactively</p>	<p>Ability to work effectively with external agencies;</p> <p>Experience contributing to behaviour management systems;</p> <p>Confidence using school systems;</p> <p>Experience supporting school events</p>
Knowledge & Understanding	<p>Understanding of safeguarding responsibilities and procedures;</p> <p>Awareness of strategies to support student behaviour and engagement</p>	<p>Knowledge of school pastoral systems and attendance monitoring processes;</p> <p>Understanding of adolescent development</p>
Personal Qualities	<p>Approachable, supportive, committed to student welfare;</p> <p>Reliable, flexible;</p> <p>Professional integrity and confidentiality</p>	<p>Ability to inspire and motivate students;</p> <p>Willingness to contribute to wider school life</p>
Other Requirements	Willingness to undertake duties across the school site and attend events outside normal working hours	Active involvement in extracurricular activities and school community initiatives