

PERSON SPECIFICATION

Head of Year (Non-teaching)

Knowledge and understanding	ESSENTIAL	DESIRABLE
Minimum of Level 3 qualifications and other relevant professional development	•	
Knowledge and understanding of the curriculum required across the key stages	•	
Knowledge and understanding of how to rapidly impact on students' progress		
Experience of contributing to and supporting initiatives that have improved learning and teaching	•	
Successful experience and knowledge and understanding of supporting students in a pastoral capacity	•	
Knowledge of the role of students' skills in promoting self-esteem and future success of students	•	
Skills and Attributes	ESSENTIAL	DESIRABLE
Willingness to learn	•	
Ability to motivate staff and students	•	
Ability to understand, analyse and make effective use of a range of data	•	
Fundamental belief that every child matters and that aspirations/achievements can be significantly altered	•	
Personal presence to develop and promote high standards in all aspects of school life.	•	
Ability to lead and manage own work effectively and take responsibility for own professional development.	•	

Developed interpersonal and communication skills (including written, oral and presentation skills)	•	
Be able to cope with change, lead innovations and meet challenges successfully	•	
Team working skills: the ability to lead others and be a team member	•	
Energy, tenacity, resilience and diplomacy	•	
A liking, sympathy and respect for children and sensitivity to their needs	•	
Ability to relate well to parents and the wider community	•	
Experience of working in a secondary school in a similar role.		•
Qualified teacher		•

St Raphael CMAT is committed to the safeguarding and wellbeing of students.