

PERSON SPECIFICATION

Assistant Head of Year (Non-Teaching)

QUALIFICATIONS / ABILITIES / SKILLS	ESSENTIAL	DESRIBLE
Degree, relevant professional development	•	
Qualified Teacher		•
Knowledge and understanding of the curriculum required across the key stages	•	
Knowledge and understanding of how to rapidly impact on students' progress	•	
Experience of working in a secondary school		•
Experience on contributing to and supporting initiatives that have improved learning and teaching and students' skills	•	
Experience of creating effective schemes of learning that enthuse students and focus on developing their learning	•	
Successful experience and knowledge and understanding of supporting students in a pastoral capacity	•	
Knowledge and understanding of the role of students' skills in promoting self-esteem and future success if students	•	
Willingness and ability to accept accountability for students outcomes	•	
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 determination	•	
Diplomacy	•	

A liking, sympathy and respect for children and sensitivity to their needs	•	
Ability to relate well to parents and the wider community	•	

Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.