



## PERSON SPECIFICATION

### Assistant to Head of Year

Category	Essential	Desirable
<b>Qualifications</b>		
English and Maths GCSE Grade C or above, or equivalent	*	
Level 3 Safeguarding		*
NVQ Level 2 or equivalent in Supporting Teaching and Learning in Schools		*
Other qualifications/CPD specific to secondary school teaching		*
<b>Experience</b>		
Working with or caring for children of a relevant age	*	
Be aware of child safeguarding arrangements	*	
Working with students in a school environment		*
Working with students with specific needs		*
<b>Skills</b>		
An understanding and commitment to safeguarding children and young people	*	
Proficient ICT skills	*	
Ability to use own initiative as well as working within a team environment	*	
Excellent communication and interpersonal skills	*	
	*	

<p>An understanding of the principles of child development and learning processes</p> <p>Able to demonstrate strategies for improving behaviour and sustaining high standards of learning and achievement for students</p> <p>An understanding of the importance of assessment, reporting and recording of student progress</p>	<p>*</p> <p>*</p>	
<p style="text-align: center;"><b>Qualities &amp; aptitude</b></p> <p>Commitment to achieving high standards</p> <p>Enthusiasm and a positive outlook</p> <p>Responsible, honest and reliable</p> <p>Good personal organisation</p> <p>A sensitive and caring manner</p> <p>The ability to remain calm under pressure</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**