

**Person Specification  
Deputy Head of Year  
TLR 2b (£6,068 per annum)**

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Education/training</b>	<ul style="list-style-type: none"> <li>• Good Honours degree or equivalent in relevant subject</li> <li>• Qualified Teacher Status</li> <li>• Recent relevant in-service training</li> </ul>		Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching experience in the secondary sector</li> <li>• Proven record of leading extra- curricular activities within subject area and beyond.</li> </ul>	Working cross curricular Liaison with community partners	Application and references
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• An excellent practitioner</li> <li>• Ability to lead and inspire</li> <li>• Ability to develop an effective team</li> <li>• Ability to negotiate, delegate, consult, direct</li> <li>• Ability to operate as part of a team.</li> <li>• Ability to initiate, develop, implement and monitor policies and procedures</li> <li>• Ability to mentor and develop skills in others</li> <li>• Ability to motivate staff and pupils</li> <li>• Ability to learn from experience</li> <li>• Ability to effectively collect, analyse and evaluate data</li> <li>• Ability to use ICT to support the role</li> </ul>		Application, interview and references

Specification	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> <li>• Ability to plan, deliver and monitor effective intervention</li> </ul>		
Knowledge	<ul style="list-style-type: none"> <li>• Staff development strategies</li> <li>• Whole school awareness of current practice, developments and curriculum reforms</li> </ul>	<ul style="list-style-type: none"> <li>• How to improve learning and teaching across the whole school</li> </ul>	Application, interview and references
Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to comprehensive education</li> <li>• Vision, imagination and leadership skills</li> <li>• Sensitivity to the needs of others</li> <li>• Ability to work under pressure</li> <li>• Ability to adapt to changing needs and circumstances</li> <li>• Sense of humour</li> <li>• Enthusiasm</li> <li>• Integrity</li> <li>• Written communication</li> <li>• Verbal communication</li> <li>• Ability to use language and other communication skills that students can understand and relate to. The ability to converse at ease and provide advice in accurate spoken English</li> <li>• Presentation skills</li> <li>• Honesty</li> <li>• Resilience</li> <li>• Time management</li> <li>• Personal organisation</li> <li>• Tenacity</li> <li>• Ability to be a role model</li> <li>• Maintaining perspective</li> </ul>		Application, interview and references

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