

HEATHCOTE SCHOOL

PERSON SPECIFICATION & ASSESSMENT

Head of Year

| JOB REQUIREMENTS | |
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| Qualifications | |
| Qualified Teacher Status | Essential |
| A degree in a relevant subject | Essential |
| Relevant professional development appropriate to the role | Desirable |
| Experience | |
| At least 2 years' experience as a classroom teacher in a mainstream secondary school | Essential |
| Evidence of working as a successful tutor and being involved in the pastoral life of pupils as well as working successfully with parents | Essential |
| Evidence of working successfully with other colleagues and schools to develop best practice | Essential |
| Evidence of at least secure learning and teaching ability and successful impact on pupil progress | Essential |
| Experience of robust self-evaluation and development planning linked to this | Essential |
| Evidence of contributing to successful improvement strategies that have impact on narrowing the gap for all | Essential |
| Evidence of delivering successful whole school CPD in the relevant area | Desirable |
| Skills, Knowledge and Understanding | |
| A good knowledge and an awareness of developments in the National Curriculum and other statutory requirements at KS3, KS4 and KS5 | Essential |
| A good understanding of behaviour management techniques and impact in this area | Essential |
| A commitment to the highest standards of attendance and punctuality and evidence of impact on this area | Essential |
| An unrelenting and competitive approach to ensure all pupils are the best they can be | Essential |
| A sound understanding of the processes of school improvement | Desirable |
| Proven administrative and organisational skills | Essential |
| Ability to communicate effectively and appropriately with both staff and pupils, and to be able to prepare reports, profiles and maintain clear and comprehensive records | Essential |
| An awareness of the range of strategies to address the differing needs which exist in the mixed ability classroom | Essential |
| A knowledge of the different staff in schools and external agencies that can support young people and some experience in this area | Essential |
| An understanding of pedagogical approaches and the impact on progress and achievement | Essential |
| An sound command of data and how to use it effectively to narrow the gap | Essential |
| A familiarity with IT, educational software for use with interactive technologies and an ability to use it effectively to fulfil data input requirements | Essential |
| A commitment to raising achievement and experience of devising and implementing successful strategies in order to do this | Essential |
| An understanding of target setting and action plans | Essential |
| An understanding of the principles involved in being a successful leader as | Essential |

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| well as team member | |
| An understanding of the importance of emotional intelligence in managing oneself and others | Essential |
| High quality oral and written skills | Essential |
| Personal qualities | |
| The confidence to lead inspiring assemblies and parent events | Essential |
| Capacity to develop as a leader including designing and developing resources to support learning | Essential |
| Willingness to coach other staff so that their classroom practice develops | Essential |
| An ability to maintain professional integrity even when under pressure | Essential |
| The capacity to form positive learning centred relationships with other professionals | Essential |
| An ability to show resilience and flexibility in a rapidly changing educational landscape | Essential |
| Other requirements | |
| A commitment to on-going personal development and willingness to undertake appropriate training | Essential |

Appointment to the post is subject to a satisfactory enhanced DBS check.

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act (1974) as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.