



### Person Specification: Head of Year

We will be using the following criteria during the selection and interview process

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• Good degree</li> <li>• Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of successful teaching experience at all levels</li> <li>• Successful middle leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a high performing school</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Successful management of educational change</li> <li>• Evidence of commitment to continuous school improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Successful leadership of educational change</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Student target setting and use of assessment information</li> <li>• Detailed knowledge of school improvement strategies</li> <li>• Understanding of the personalised learning agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the role of ICT in school improvement</li> <li>• Understanding of the Every Child Matters agenda</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent team working and interpersonal skills</li> <li>• Data management and analysis skills</li> <li>• Exemplary teaching skills</li> <li>• Ability to inspire, lead, manage and motivate</li> <li>• Ability to support teachers in evaluating their own practice</li> <li>• Ability to develop and manage appropriate and efficient systems</li> <li>• Ability to initiate and lead change</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent ICT skills</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Sense of humour and a positive outlook</li> <li>• Student focused commitment</li> <li>• Creativity and imagination with a willingness to challenge existing thinking</li> <li>• Ability to challenge the status quo whilst being sensitive when working with others</li> <li>• Ability to work under pressure; a determination to succeed</li> <li>• Prioritise and manage own time effectively</li> </ul>	