**PERSON SPECIFICATION**

**JOB DESCRIPTION:** Year Leader

**GRADE:** Grade 7

**RESPONSIBLE TO:** Manager of Student Support and Welfare /Assistant Headteacher

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| **Primary Purpose**  | To be responsible for all matters regarding the academic and personal support of these cohorts of students  |

**Experience, Skills Knowledge and Understanding**

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| **Criteria** | Essential | Desirable  |
| Minimum of 5 GCSEs or equivalent at Grade C or above including Maths and English | Yes |  |
| Degree or relevant qualification in a related area |  | Yes  |
| Can demonstrate in the current role, the capacity to work effectively with a range of people at a professional level | Yes |   |
| Relevant qualification in supporting young people’s emotional, social or physical welfare |  | Yes |
| Has an excellent verbal and written communication skill, and be able to relate well to school staff, pupils and their parents | Yes |  |
| Successful experience working with young people in a school or similar setting |  | Yes |
| Understanding of safeguarding and the requirements of KCSIE | Yes  |  |
| First Aid certificate |  | Yes |
| Minibus driver’s certificate  |  | Yes  |
| Enjoys the company of young people and others typical of those one would expect in a school | Yes |  |
| Excellent working knowledge of Microsoft Office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills | Yes |  |
| Can demonstrate commitment to supporting the emotional, social and wellbeing of young people | Yes |  |
| Is prepared to undertake professional training necessary to carry out the role effectively | Yes |  |
| Is able to work independently and autonomously as well as within a team | Yes |  |
| Can maintain issues of confidentiality in the working environment | Yes |  |
| Has a basic knowledge of how schools are organised and managed | Yes |  |
| **Decision Making** |  |  |
| Has initiative and can work independently | Yes |  |
| Has an understanding of when to consult, make decisions and defer to others | Yes |  |
| **Communication and Self-Management Skills** |  |  |
| Has the ability to communicate effectively with a wide range of different people and organisations | Yes |  |
| Is able to plan, organise, prioritise and manage their own personal time effectively | Yes |  |
| Is highly organised | Yes |  |
| Will actively engage in training activities and take responsibility for his/her own professional development | Yes |  |
| **Personal Attributes** |  |  |
| Excellent time management and multi-tasking skills and to use own initiative | Yes |  |
| Ability to work under pressure and to tight deadlines to a high professional standard | Yes |  |
| Is committed, resilient, robust, resourceful, keen and enthusiastic | Yes |  |
| Is committed to improving the life chances of young people | Yes |  |
| Has a good eye for attention to detail and can produce accurate results at speed | Yes |  |
| Han an excellent record of punctuality, attendance, reliability and integrity | Yes |  |
| Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional | Yes |  |
| Can show a positive commitment to organisational principles, professional conduct and appearance | Yes |  |
| Is likely to be able to show through their actions and professional relationship with others, a positive and corporate commitment towards their work | Yes |  |
| Has a sense of humour and patience, particularly when facing difficult and challenging situations | Yes |  |
| Can demonstrate the ability to work well as a team member and motivate people | Yes |  |
| Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality | Yes |  |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |

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| **Date Person Specification prepared/updated** | April 2025 |