



Assistant Head of Year - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	English & Maths A* - C grade or equivalent and a recognised qualification at diploma level or above or equivalents	√		A
	Relevant previous experience of working with young people and families to respond to sensitive issues	√		A, I
	Awareness of the education process and external agencies		√	A, I
	Previously worked within youth services or a secondary school setting	√		A, I
	First Aid Qualification (or willing to undertake training)		√	A
	Effective IT skills and experience in the use of Microsoft Office packages.	√		A & I
	Supporting & Co-operating - Working with people Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight.	√		I
	Interacting & Presenting - Relating and Networking Establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; manages conflict; uses humour appropriately to enhance relationships with others.	√		I
	Adapting & Coping – Adapting & Responding to change Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents	√		I
	Organising & Executing - Planning & Organising Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones	√		I
	Organising & Executing - Planning & Organising Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role	√		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	√		C
	Willingness to undertake safeguarding training when required.	√		I

* A = application, C = clearances, I = interview, T = task