



Head of Year - Person Specification

JOB REQUIREMENT		Evidence	Scoring Method
Qualifications and Experience	A good standard of education including literacy and numeracy at level 2 (or equivalent)	A/V	Pass/Fail
	A relevant level 6 qualification whilst not essential is desirable	A/V	Pass/Fail
	Relevant previous experience of working with young people and families to manage sensitive issues preferably in an education environment	A/V	Pass/Fail
	Experience of working with young people on a sustained one-to-one basis, dealing with a range of sensitive and contentious issues in a variety of settings.	A/I	Numerical Scale
	Experience of prioritising and managing own caseload	A/I	Numerical Scale
	First Aid trained or willingness to undertake training	A/I	Numerical Scale
Knowledge and Skills	Good ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word and Outlook.	A/I	Numerical Scale
	Understanding of student attainment levels	A/I	Numerical Scale
	Knowledge and understanding of behaviour management strategies, with the ability to apply this when supporting pupils	A/I	Numerical scale
	Ability to demonstrate effective communication skills (both orally and in writing), relevant to the audience and purpose.	I	Numerical scale
	Knowledge and understanding of students with special educational needs	I	Numerical Scale
Values and Behaviours	Kindness Acts with patience, respect, generosity and forgiveness. Acts with compassion and care, listens and sees the person behind the role. Focuses on relational practice; builds trust and rapport with others by empowering and elevating them.	I	Numerical Scale
	Trust Acts in a reliable, consistent, credible, honest, humble, courageous manner. Manages emotions and helps others to do the same. Keeps promises and does what they say they will.	I	Numerical scale
	Service Puts themselves in the service of others. Reduces stress and anxiety in the organisation by modelling calm and considerate behaviour. Behaves in a dutiful way, demonstrating humility and self-control. Removes barriers to enable others to do their jobs well.	I	Numerical scale
	Justice Does what is right, rather than what is popular or easy. Lives our sense of purpose and values in the way they behave, make decisions and communicate. Applies rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. Values difference and encouraging others to behave responsibly and with moral purpose.	I	Numerical scale
	Optimism Believes in their own ability, and the ability of others. Calls out negativity, cynicism and dishonesty. Remains positive and encouraging, helping others to overcome challenges and celebrating their success.	I	Numerical scale

* A = application, I = interview (including tasks), V = pre-employment vetting checks

TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.