

South Dartmoor Community College and the Atrium

Person Specification – Head of Year



E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Appropriate experience.	E	✓	
Level 3 qualifications	E	✓	
Maths and English level 2 good pass	E	✓	
Degree	D	✓	
Pastoral qualifications such as counselling, CP training.	D	✓	
Experience or qualifications regarding additional area of responsibility (Forest School, Outdoor Ed, ASDAN etc)	D	✓	
Qualified Teacher Status.	D	✓	
Experience:			
Ability to promote high standards, both academic and pastoral.	E	✓	✓
Outstanding practitioner	E	✓	✓
Excellent ICT skills.	E	✓	✓
Experience working in a school at KS3 and 4 level.	D	✓	✓
Knowledge, Skills and Abilities:			
Up to date knowledge of Pastoral Care systems. Clear knowledge of Inclusion agenda.	E	✓	✓
Able to use data effectively to track student progress and provide effective intervention.	E	✓	✓
Is a champion for children, caring, child centred, approachable.	E	✓	✓
Excellent communication skills, confident and motivational public speaker.	E	✓	✓
Good sense of humour, resilient and flexible.	E	✓	✓
Able to manage challenging behaviour of students and support colleagues to manage behaviour.	E	✓	✓
Excellent ICT skills and the ability to apply these to educational management.	E	✓	✓
Excellent interpersonal skills.	E	✓	✓
Can work independently or as part of a team.	E	✓	✓
Strong leadership qualities.	E	✓	✓
Creative and imaginative thinker, able to anticipate problems and find solutions.	E	✓	✓
Excellent organisational skills to meet deadlines and manage workload of self and others.	E	✓	✓

Able to gain respect of students, parents, staff and governors. Has energy, enthusiasm and optimism.	E	✓	✓
Tactful and discreet and upholds and promotes the positive image of the schools at all times.	E	✓	✓
Experience of leading whole school improvement.	D	✓	✓
Experience of leading a team.	D	✓	✓
Confident in sharing expertise.	D	✓	✓
Further Requirements:			
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	E	✓	✓
Have high expectations of self and others and provide a role model for students and staff.	E	✓	✓
Cares deeply about the success of every child and every member of staff.	E	✓	✓
Committed to continuous school improvement.	E	✓	✓
High standards of dress and presentation and high expectations of others.	E	✓	✓

Candidates must have a reference from their current Head teacher or equivalent that endorses their outstanding achievements, skills and attributes and recommends them for this position without reservation.

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Person Specification produced by WeST HR Business Partner & Director of Estates, October 2021