**Person Specification**

**Post:** Year Leader **Pay Range:** Grade 9

Achievement of criteria - key to identification:

A = Application I = Interview E = Exercise R = Reference

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications/Training** | **Essential** | **Desirable** | **How identified** |
| 5 GCSEs at Grade A to C (9 – 4) (or equivalent) including English and maths |  |  | A |
| NVQ 3 in a relevant area or equivalent qualifications |  |  | A |
| **Experience** | **Essential** | **Desirable** | **How identified** |
| Minimum 1 years’ successful experience of working with pupils undertaking agreed learning activities to successfully achieve desired outcomes |  |  | A/I |
| Experience in planning, implementing and developing a range of learning strategies for pupils with specific/complex needs |  |  | A/I |
| Experience of successfully using ICT in interrogating databases and report writing |  |  | A/I |
| Experience of working with minimum supervision |  |  | A/I |
| Experience of working in a busy/pressurised environment |  |  | A/I |
| Experience of working in an educational setting |  |  | A/I/R |
| **Knowledge and Skills** | **Essential** | **Desirable** | **How identified** |
| Excellent oral and interpersonal and communication skills |  |  | A/I/E |
| Demonstrates a good understanding of child development and learning |  |  | A/I/E |
| Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors |  |  | A/I/R |
| Full working knowledge of relevant polices/codes of practice and  awareness of relevant legislation |  |  | A/I/R |
| Knowledge and understanding of behaviour management strategies |  |  | A/I/R |
| Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers |  |  | A/I/R |
| Ability to develop and maintain professional relationships with individuals (internal/external) |  |  | A/I/R |
| Ability to work in a team |  |  | A/I/R |
| Awareness of and commitment to the principles of safeguarding children in school |  |  | A/I/R |
| **Circumstances** | **Essential** | **Desirable** | **How identified** |
| Understand the importance of confidentiality |  |  | A/I/R |
| Ability to work flexibly |  |  | A/I/R |