

EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People**SECTION:** ALL SCHOOLS MODEL**JOB TITLE:** Head of Year (Behaviour & Attendance)**GRADE:** 9

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children age (state relevant age), within a school environment.	Application form/ Selection Process	A
		1.2	Experience of mentoring and one to one support with pupils, including those with challenging behaviour.	Application form/ Selection Process	A
		1.3	Experience of supervising and coordinating the work of staff.	Application form/ Selection Process	A
		1.4	Experience of working with professionals from other agencies and in multi-agency context	Application Form/ Selection process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level or above including English and Maths or be able to demonstrate ability to work at this level.	Application Form/ Selection Process	A
		2.2	NVQ Level 3/ degree or equivalent work based qualification	Application Form/ Selection Process	A
		2.3	Training in relevant behaviour/attendance strategies.	Application Form/ Selection Process	B
		2.4	ICT skills in order to maintain and develop data bases.	Application Form/ Selection Process	A
		2.5	Has experience of working in a pastoral/attendance role	Application Form/ Selection Process	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of Child Protection Procedures.	Application Form/ Selection Process	A
		3.2	Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	

		3.3	Knowledge and understanding of some of the current research pertaining to the field of mentoring and learning.	Application Form/ Selection Process	B
		3.4	Understanding of child development and learning including Special Educational Needs	Application Form/ Selection Process	A
		3.5	Understanding of school systems and an understanding of the issues affecting truancy and non-attendance	Selection process	
		3.6	Understanding and knowledge of the social and emotional factors that affect a young person's behaviour and attendance	Selection process	
4.	SKILLS AND ABILITIES	4.1	Ability to relate to children/young people from diverse social backgrounds.	Application Form/ Selection Process	A
		4.2	Written communication and ICT skills in order to produce detailed reports/records and contribute to policy development.	Application Form/ Selection Process	A
		4.3	Ability to work under own initiative, as part of a team and as a manager to provide leadership and motivation to a team.	Application Form/ Selection Process	A
		4.4	Ability to effectively communicate, both orally and in writing especially with children/young people, parents/carers, school staff and outside agencies.	Selection Process	
		4.5	Ability to persuade and negotiate as well as good interpersonal/communication skills	Selection Process	
		4.6	Ability to work with children/young people exhibiting challenging and severe behavioural difficulties.	Application Form/ Selection Process	A
		4.7	Demonstrate an ability to cope with stressful/conflict situations	Selection process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing training and development.	Selection Process	
		5.2	Understanding of relevant policies/code of practice and awareness of relevant legislation.	Selection Process	

		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	A
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	CS09/L&B
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	