

## 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 policies/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

