



# OLDFIELD SCHOOL

## Person Specification

<b>Position:</b>	Head of Year
<b>Responsible To:</b>	Assistant Headteacher : line manager
<b>Grade:</b>	TLR2c
<b>Disclosure Level:</b>	Enhanced DBS and Barring List

### Person Specification

*The following person specification outlines the key skills and experience required for this position in addition to those that would be expected of a main-scale teacher.*

#### Essential / Desirable (D)

##### Qualifications

- Evidence of wider, recent and relevant professional development related to pastoral matters (D)

##### Experience

- Excellent practitioner who is able to share best practice
- A track record demonstrating good organisational skills
- Successful experience in dealing with parental concerns and communication with parents(D)
- Experience of leading a team(D)

##### Knows about:

- Working knowledge of tutorial programmes
- Working knowledge of statutory guidance on safeguarding
- Understanding of the problems that commonly affect young people
- Knowledge of current statutory guidance

##### Able to:

- Lead, motivate, challenge a team of tutors
- Create, develop and apply vision in this area
- Identify, challenge and improve underperformance of students and tutors
- Lead improvement and development in the tutorial programme
- Work with different stakeholders to achieve the best outcomes for students
- Help support and mentor tutors to improve students' behaviour
- Empower and sustain the development of their team
- Work appropriately with sensitive and confidential information

**Committed to:**

- Continually updating their knowledge of safeguarding
- Sharing best practice between colleagues
- Working in a team supporting colleagues when necessary
- Raising standards for all in the pursuit of excellence
- The sustaining of personal motivation and that of all staff
- Collaborating with others in order to strengthen the school's organisational capacity
- Effective team work within the school and with external partners

**Personal Qualities**

- High levels of motivation and energy; ambitious and upbeat
- Flexible and collaborative
- Willingness to challenge others to produce positive outcomes
- Be passionate about teaching and learning
- Be passionate about high standards and achievement and excellence for all
- Commitment to the welfare, success and happiness of students

*Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.*