



HATTON ACADEMIES TRUST PERSON SPECIFICATION

Post Title: **Head of Year**

Grade: NJC Scale Point 12 to 17

Education and Qualifications

Essential Criteria	Desirable Criteria
<p>Level 2 (or equivalent) in English and Maths</p> <p>Good ICT skills, including Microsoft Word and Excel.</p> <p>Valid First Aid qualification (or the willingness and ability to undertake First Aid training)</p>	<p>Counselling/therapist qualification</p>

Knowledge / Skills

Essential Criteria	Desirable Criteria
<p>Experience and understanding of children within their family context.</p> <p>Understanding of confidentiality and its boundaries.</p> <p>Enjoy working with children and their families in a respectful and empathetic manner.</p> <p>Flexible and responsive with the ability to address potentially challenging situations by problem-solving and negotiation.</p> <p>Confident with good communication and interpersonal skills in order to work effectively with staff, parents and pupils.</p> <p>The ability to identify work priorities and manage the given workload to meet deadlines.</p> <p>Able to work using own initiative, be pro-active, follow direct guidance from Senior Pastoral Team.</p>	<p>Experience of supporting secondary school aged children and families.</p> <p>Knowledge of Child Protection issues and procedures</p>

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attitude

Essential Criteria	Desirable Criteria
<p>Reliable in order to maintain the consistency of expectations and standards.</p> <p>The ability to work effectively as a part of a team.</p> <p>Approachable and supportive in order to provide advice and guidance to pupils as required.</p> <p>Resilient with the ability to demonstrate a positive, realistic attitude at all times when dealing with challenging situations.</p> <p>Able to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p> <p>Commitment to deliver a first class service to the Academy.</p> <p>Willingness to undertake training and personal development.</p> <p>Must be suitable to work with children.</p>	