**Deputy Head of Year**

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Educated to a high standard with equivalent of GCSE Grade C/Grade 4 in English and Maths. | First aid at work qualification or willingness to undergo first aid training. |
| **Experience** | Commitment to working effectively to support pupils.  Commitment to working with pupils and families to raise standards of personal development, behaviour, welfare. | Awareness of importance of raising standards of attendance and punctuality  Understanding of impact working with outside agencies.  Some understanding and experience dealing with aspects of emotional intelligence including: emotional awareness, self-esteem, anger management, social and friendship skills, social communication difficulties, loss, bereavement and family break up or a willingness to undertake training to develop these further. |
| **Knowledge & Skills** | Ability to communicate effectively and build professional relationships with pupils, parents, staff and other stakeholders.  Effective use of ICT and technology.  Ability to work constructively as part of the pastoral team.  Knowledge of safeguarding issues, procedures and protocols. | Training in the relevant strategies for engaging students and working with families. |
| **Personal Attributes** | Empathy.  Flexibility to cope with diverse needs of the post.  Resilience to work under pressure.  Positive, personable and optimistic.  High level of commitment and attendance in current role. | Curious and enquiring and keen to learn from education research. |