

PERSON SPECIFICATION

Deputy Head of Year – St Martin’s School (SMS)

General	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in an education, health or social care environment Educated to NVQ level 3/4 or equivalent Completion of DCSF induction programme.
	Knowledge of relevant policies and procedures	Good working knowledge of policies relating to Child Protection Good working knowledge of legislation relating to child employment
	Literacy	NVQ Level 3/4 in English or equivalent
	Numeracy	NVQ Level 3/4 in Math’s or equivalent
	Technology	Ability to use ICT communication and administrative systems effectively
Communication	Written	Ability to write detailed reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children and to exercise influence
Working with children	Behaviour Management	Ability to demonstrate a range of highly effective behaviour management strategies
	SEN	Demonstrate a good understanding and support the differences in children and adults and respond appropriately
	Curriculum	Detailed understanding and knowledge of the school curriculum
	Child Development	Detailed understanding of child development and learning processes Ability to assess and record progress and recommend appropriate strategies to support development
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Good Organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently
General	Equalities	Display a sound understanding of equality issues
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Developed understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance