

PERSON SPECIFICATION

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

General	Detail	Examples
Qualifications and Experience	Specific Qualifications and Experience	A graduate in a relevant discipline To hold a teaching qualification that is recognised by the DfE To have evidence of continuing and recent professional development relevant to the post, if appropriate Teaching experience to date is high quality and sustained
	Literacy	Outstanding literacy skills.
	Numeracy	Outstanding numeracy skills.
	Accuracy	Focused attention to detail
	Technology	Highly competent ICT skills, specifically, across the Office suite.
Communication	Written	Outstanding written communication skills with an ability to tailor correspondence to fit audience.
	Verbal	Ability to communicate effectively at all levels. Articulate and measured.
Working with Children	Behaviour Management	Understand and adhere to DET’s Behaviour Policy, as required.
	Health and Wellbeing	Understand the importance of physical and emotional wellbeing of both yourself and others.
	Team Work	Work effectively as part of a team, but also on own initiative and with minimal supervision. Be a role model for SMS values and behaviours. Be collaborative. Train and develop others, as necessary. Ability to transfer new knowledge to the workplace and share knowledge on a practical level, as required.
	Information Sharing	Develop and implement highly effective systems to share and safeguard information.
Self-Management	Organisational Skills	Ability to prioritise and organise. The role involves many and conflicting priorities, requiring a methodical and calm approach in order to be effective and to deliver. A positive and creative approach to tackling tasks.
	Time Management	Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines.
	Problem Solving Skills and Decision Making	Ability to anticipate, assess and deliver solutions to problems with clear, logical thinking.
	Creativity	Demonstrate a highly creative approach to work. Able to resolve complex problems independently.
General	Equality, Diversity and Inclusion	Knowledge of and commitment to equal opportunities and anti-discriminatory practice.
	Health and Safety	Good understanding of Health and Safety.
	Child Protection	Good understanding and compliance with Child

		Protection procedures.
	Continuing Professional Development	Demonstrate a clear commitment to develop and learn in the role. Ability to evaluate own performance and effectively address areas for development.