



Stockport School

**Person Specification**

**Post Title      Head of Year**

<b><u>Attributes</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>How Identified</u></b>
<b><u>Relevant Experience</u></b>	<p>Experience of supervising and supporting children in a school environment</p> <p>Working with children in a secondary school or other similar setting</p> <p>Pastoral support work or other similar school-based experience</p> <p>Sound knowledge and understanding of Team Around the Child (TAC) and Child Protection (CP) processes</p> <p>Strong knowledge and experience of effective safeguarding</p> <p>Relevant experience of working with external agencies, including CAMHS, Social Services, YOS, etc.</p> <p>Supporting children with additional and/or special educational needs (SEN) in their learning</p> <p>Experience of educational outreach work with families, parents and carers</p>	<p>Supporting students who have specific difficulties</p> <p>Counselling and emotional wellbeing support training and experience</p> <p>Mentoring and/or academic coaching/tutoring/teaching of children</p> <p>Alternative provision experience</p> <p>Teaching / Cover Supervisor / HLTA / ITT experience in a Secondary environment</p>	Application form / Interview
<b><u>Education and Training</u></b>	<p>Strong GCSE in English and mathematics at grades C or 4 and above, including additional strong GCSE and/or A Level passes (or equivalent) in other subject areas</p> <p>Strong literacy and numeracy skills/qualifications</p> <p>Good ICT skills for word processing, use of learning software and accessing on-line resources</p> <p>Evidence of continuous professional development</p> <p>Willingness to undertake additional qualifications and training relevant to the role</p>	<p>Good Honours Degree or other Higher Educational qualification</p> <p>Qualified Teacher Status or HLTA Status</p> <p>Interest in training to become a qualified Teacher (PGCE/ITT progression)</p> <p>Safeguarding and child protection training/qualifications</p> <p>Counselling training</p> <p>First Aid certificate</p> <p>Experience and/or awareness of SIMS and other School information management systems</p>	Application form / Interview
<b><u>Special Knowledge and Skills</u></b>	<p>Consistent high expectations which motivate and challenge students</p> <p>Ability to communicate strongly and confidently in oral and written format with students and other staff</p> <p>Effective behaviour management skills to promote a consistent and positive culture of high expectation and standards</p>	<p>Awareness of current developments in education, including provision for children with additional learning or special educational needs</p> <p>Awareness of alternative provisions and of college and apprenticeship providers</p> <p>Awareness of DfE legislation, process and procedures for the use of exclusion and</p>	Application form / Interview

	<p>Awareness and experience of attendance improvement strategies</p> <p>Highly organised, with great attention to detail</p> <p>Able to organise and prioritise workload and meet predetermined deadlines</p> <p>Able to interact with and motivate students whilst demonstrating an understanding of their needs and competences.</p> <p>Awareness of the requirements of children with additional and special educational needs and of suitable support strategies</p> <p>Able to accept and promote new ideas</p> <p>Good 1-1 and small group engagement skills</p> <p>Commitment to safeguarding and child protection</p>	<p>discipline in schools and educational settings</p> <p>General awareness of the National Curriculum and of GCSE qualifications</p> <p>Awareness and understanding of the importance of School policies and procedures</p> <p>Awareness of confidentiality issues linked to home/student/Teacher/School work</p> <p>Awareness of effective well-being support strategies</p>	
<p><b><u>Any Additional Factors</u></b></p>	<p>Ability to maintain positive and purposeful professional relationships with students, parents/carers and staff</p> <p>Ability to take responsibility and act upon own professional initiative to problem solve as and when required</p> <p>Ability to work effectively and productively within a team</p> <p>Ability to work under pressure Excellent interpersonal skills</p> <p>Dedication to role and towards supporting the best interests of the child and the school</p> <p>Honesty and professional integrity</p> <p>Reliability, perseverance and resilience towards supporting the role</p> <p>Demonstrates role model status of high standards and expectation</p> <p>Ability, flexibility and willingness to take on other reasonable responsibilities or duties as deemed necessary.</p>	<p>Willingness to attend additional training courses relevant to the role</p> <p>Commitment towards further professional development</p> <p>Demonstrates an inclusive approach for all encouraging and creating opportunity for widespread participation and engagement</p> <p>Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity</p> <p>Sense of humour and a positive outlook</p> <p>Willingness to support extra-curricular provision</p>	<p>Application form / Interview</p>

**Date: March 2026**