



PERSON SPECIFICATION

JOB DESCRIPTION: Year Leader
GRADE: Grade 7
RESPONSIBLE TO: Manager of Student Support and Welfare /Assistant Principal

Primary Purpose To be responsible for all matters regarding the academic and personal support of these cohorts of students

Experience, Skills Knowledge and Understanding

Criteria	Essential	Desirable
Minimum of 5 GCSEs or equivalent at Grade C or above including Maths and English	Yes	
Degree or relevant qualification in a related area		Yes
Can demonstrate in the current role, the capacity to work effectively with a range of people at a professional level	Yes	
Relevant qualification in supporting young people’s emotional, social or physical welfare		Yes
Has an excellent verbal and written communication skill, and be able to relate well to school staff, pupils and their parents	Yes	
Successful experience working with young people in a school or similar setting		Yes
Understanding of safeguarding and the requirements of KCSIE	Yes	
First Aid certificate		Yes
Minibus driver’s certificate		Yes
Enjoys the company of young people and others typical of those one would expect in a school	Yes	
Excellent working knowledge of Microsoft Office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills	Yes	
Can demonstrate commitment to supporting the emotional, social and wellbeing of young people	Yes	
Is prepared to undertake professional training necessary to carry out the role effectively	Yes	
Is able to work independently and autonomously as well as within a team	Yes	
Can maintain issues of confidentiality in the working environment	Yes	
Has a basic knowledge of how schools are organised and managed	Yes	
Decision Making		
Has initiative and can work independently	Yes	



Has an understanding of when to consult, make decisions and defer to others	Yes	
Communication and Self-Management Skills		
Has the ability to communicate effectively with a wide range of different people and organisations	Yes	
Is able to plan, organise, prioritise and manage their own personal time effectively	Yes	
Is highly organised	Yes	
Will actively engage in training activities and take responsibility for his/her own professional development	Yes	
Personal Attributes		
Excellent time management and multi-tasking skills and to use own initiative	Yes	
Ability to work under pressure and to tight deadlines to a high professional standard	Yes	
Is committed, resilient, robust, resourceful, keen and enthusiastic	Yes	
Is committed to improving the life chances of young people	Yes	
Has a good eye for attention to detail and can produce accurate results at speed	Yes	
Has an excellent record of punctuality, attendance, reliability and integrity	Yes	
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	Yes	
Can show a positive commitment to organisational principles, professional conduct and appearance	Yes	
Is likely to be able to show through their actions and professional relationship with others, a positive and corporate commitment towards their work	Yes	
Has a sense of humour and patience, particularly when facing difficult and challenging situations	Yes	
Can demonstrate the ability to work well as a team member and motivate people	Yes	
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	Yes	

Note to Applicants: Please try to show in your application form, how best you meet these requirements

Date Person Specification prepared/updated

February 2024