



Co-op Academy
North Manchester

Person Specification – Head of Year

	Essential	Desirable
Qualifications, Educational, Training	Degree and teaching qualification. Recent relevant in-service training.	Post-graduate qualification. Professional middle leader qualification
Relevant Experience	Successful teaching experience including the teaching of your specialist subject to GCSE level. Contribution to the work of the subject area including involvement in course planning, development and evaluation. Experience of and commitment to involving parents in the education of their children. Experience of working with wide range of agencies and the wider school community. Evidence of involvement in pastoral work within a school including safeguarding, attendance, inclusion and behaviour	Ability to teach subject to advanced level. Experience of responsibility within the subject or other relevant area. Evidence of a contribution to wider educational issues.
Knowledge, skills, abilities	Excellent classroom practitioner. Very good oral and written communication skills. Excellent classroom management and a strong role model to other staff. Ability to generate enthusiasm for a subject and for learning in general. Ability to work as part of a team. Ability to plan, organise review and adapt approaches Excellent ICT skills. Knowledge and experience of pastoral roles. Demonstrates commitment and passion for ensuring the achievement of all students regardless of background and/or ability. Knowledge of the key role that attendance and behaviour play in attainment.	Knowledge of SIM's or similar. Previous experience in a pastoral role.
Leadership	Ability to lead a team. Ability to motivate, support and inspire trust in others. Ability to confront and resolve problems. Experience of line management and developing others. Experience of leading initiatives beyond your own classroom.	Ability to innovate and manage change. Ability to lead initiatives across the academy.

	Essential	Desirable
Others	<p>A passionate commitment to developing the very best in young people.</p> <p>Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.</p> <p>Personal commitment to the Academy's policies and code of conduct.</p> <p>A commitment to further training and a willingness to participate in relevant CPD.</p> <p>Willingness to be engaged in partnership and community activities.</p> <p>Commitment to the aims and ethos of the Academy.</p> <p>A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.</p> <p>Flexibility and a willingness to be involved in change.</p> <p>To be prepared to work flexibly outside the Academy hours.</p> <p>Experience of the role of form tutor.</p>	<p>Ability of delivery CPD</p> <p>Coaching and mentoring training</p>
Safeguarding	<p>Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.</p>	<p>Further safeguarding qualifications and CPD within this area.</p>