

Hendon School



Person Specification – Head of Year (Non – Teaching)

Person Specification			
Qualifications	Essential	Desirable	Assessed by
Honours degree or equivalent	✓		A
Evidence of further relevant professional qualification		✓	A
Counselling qualification		✓	
Experience			
Experience of working with young people aged 11-19	✓		A
Proven track record of successfully working with disaffected young people	✓		A
Experience of working in a secondary school setting		✓	A
Skills / Abilities / Knowledge			
Knowledge of current safeguarding and related protocols regarding young people 11-19	✓		A/I
An ability to lead a team effectively	✓		A/R
An ability to communicate effectively with students, students, parents and multi agencies	✓		A/I/T
An ability to work autonomously and as part of a team.	✓		A/R
Good organisation, time management, communication and interpersonal skills.	✓		A/R/I
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	✓		A/I
Knowledge of the rights and responsibilities of parents	✓		A/I
The ability to liaise with and gain the confidence of all school staff	✓		I/T
A clear understanding of the factors which lead to educational disaffection in young people	✓		A/I
Knowledge and understanding of strategies to remove barriers to learning in young people	✓		A/I

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Knowledge of the range of additional support/agencies available for students	✓		A/I
The ability to work flexibly	✓		I/R
The ability to produce detailed, concise evaluative reports of the programme	✓		I/R
Attitudes			
A commitment to and an enthusiasm for the post	✓		I
Adaptability and a professional approach to the responsibilities of the post	✓		I/R
An understanding of and commitment to the equal opportunities policies of the LA, and the School	✓		A/I
An eagerness to gain experience, expertise and professional development through this position.	✓		A/I/R