



# Grace Academy Solihull

## Person Specification



Job Title:	Assistant Head of Year	Essential	Desirable
<b>Education and Qualifications</b>			
Educated to good GCSE Level		√	
<b>Experience</b>			
Working in a school environment.			√
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance		√	
Working with students who have a variety of special educational needs.			√
Working with students who display challenging behaviour.			√
Experience of delivering effective outcomes when working to tight deadlines			√
Experience of working effectively within a team			√
<b>Knowledge and Skills</b>			
Hardworking		√	
Excellent behaviour management		√	
Excellent time management skills		√	
Excellent communication and listening skills		√	
Ability to respect and maintain confidentiality		√	
Good working knowledge of standard computer packages - word processing, email and spreadsheets		√	
Good time management and organisational skills		√	
Ability to motivate students		√	
Confidence to work on your own initiative, as well as contributing to a team		√	
Knowledge and understanding of SEMH/SEND.			√
Mentoring skills			√
Ability to work under pressure		√	
<b>Personal Attributes</b>			
Work in accordance with the Trust's values and behaviours		√	
Sound judgement and decision maker – confident in using own initiative		√	
Eligible to live and work in the UK		√	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust		√	
A commitment to continuing personal development and training		√	
A commitment to safeguarding and promoting welfare of children and young people		√	