

Cardinal Heenan Catholic High School
Person Specification
Head of Year (Teaching Post)



		Attributes		Where Identified		
		Essential	Desirable	Application Form/Letter	Interview	Reference
Qualifications/Knowledge	<ul style="list-style-type: none"> ▪ Well qualified Honours Graduate ▪ Qualified Teacher Status ▪ CCRS Qualification or equivalent ▪ L3 Safeguarding training (or willingness to undertake this) 	✓ ✓ ✓ ✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓
Experience	<ul style="list-style-type: none"> ▪ Experience of using a variety of teaching styles ▪ Experience of teaching full ability range at Key Stages 3 and 4 ▪ Be an outstanding practitioner with a record of strong outcomes for your students ▪ Evidence of using assessment data to set challenging targets and raise standards of pupils' achievements ▪ An understanding of the role of teaching and support staff when supporting students ▪ Awareness of ICT applications ▪ Experience of leading an area of significant improvement ▪ Experience of supporting and leading the Catholic ethos to ensure values are embedded within a year group ▪ Pastoral experience ▪ Experience of holding others to account to tackle underperformance 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Specific Attitude	<ul style="list-style-type: none"> ▪ Be able to make consistent judgements based on careful analysis of all available data ▪ Have good data analysis skills with the ability to synthesise the information in reports and produce pastoral intervention action plans ▪ Ability to communicate effectively with pupils, parents and staff ▪ Ability to motivate students through a variety of methods including competition, rewards, sanctions and the setting of SMART targets 	✓ ✓ ✓ ✓		✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> ▪ Effective classroom management ▪ Work effectively as an individual and as part of a team ▪ Well organised with high level of commitment to teaching ▪ Good management and interpersonal skills ▪ Computer literate 	✓		✓		
	<ul style="list-style-type: none"> ▪ Show initiative ▪ Ability to deal with pupils in a firm and sensitive manner ▪ Place importance on self and pupils achieving high standards ▪ Supportive of the school's Catholic ethos ▪ Have vision, energy and enthusiasm In a demanding and rewarding role ▪ Commitment to individual continuous professional development ▪ Practising Catholic ▪ Ability to contribute to other aspects of school life ▪ Commitment to safeguarding and promoting the wellbeing of all children 	✓		✓	✓	✓
Motivation and Social Skills	<ul style="list-style-type: none"> ▪ Show initiative ▪ Ability to deal with pupils in a firm and sensitive manner ▪ Place importance on self and pupils achieving high standards ▪ Supportive of the school's Catholic ethos ▪ Have vision, energy and enthusiasm In a demanding and rewarding role ▪ Commitment to individual continuous professional development ▪ Practising Catholic ▪ Ability to contribute to other aspects of school life ▪ Commitment to safeguarding and promoting the wellbeing of all children 	✓	✓	✓	✓	✓