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| **Person Specification****Teachers and Support StaffBeckfoot Trust Logo (cropped)** |
| **Role:** | **Assistant Year Team Leader** |
|  | **Essential Requirements** | How Identified |
| **Qualifications** | Recognised relevant qualification or equivalent experience at level III. (NVQ, GNVQ, GCE Advanced Level).Use of school IT software packages to NVQ Level 2 standard.Able to demonstrate competency in liaising with parents/carers.Recent work in a school or other organisation dealing with students/young people.Experience of tracking, monitoring and reviewing work undertaken with students to clearly show impact.Experience of working with school outcome data – attendance / attainment / behaviour to support mentoring work with students.  | Application |
| **Experience** | Knowledge or experience of working with young people.Competency in communication skills to enable inter-agency liaison and co-ordination of the workload of team members.Experience of using different intervention methods / strategies to ensure students are successful in school.Able to demonstrate competency in liaising with parents/carers.Recent work in a school or other organisation dealing with students/young people.Experience of tracking, monitoring and reviewing work undertaken with students to clearly show impact.Experience of working with school outcome data – attendance / attainment / behaviour to support mentoring work with students. | ApplicationReferencesInterview |
| **Training**  | Willingness to undertake further training.Recent mentoring training.Training in a mentoring specialism. Willingness to gain a mini bus driving license. | ApplicationInterview |
| **Knowledge, Skills and Ability** | Knowledge of the development of young people and their needs.Some knowledge of Higher and Further Education provision and other external opportunities for students in the age range.Have up to date knowledge of current learning strategies implemented across secondary schools to ensure the mentoring of students has a positive impact. | ApplicationInterview |
| **Personal Circumstances** | Must be legally entitled to work in the UK (Asylum & Immigration Act 1996)Must have the ability to be flexible and work to the requirements of a busy schoolInterest in the school’s wider role in the community | ApplicationInterview |
| **Disposition and Attitude** | A passion for education and a deep-felt desire to make a difference for young people.To like young people and be liked by themTo possess educational vision underpinned by valuesTo operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.Humility: a recognition that the more you know, the less you know! Not being afraid to say ‘I don’t know’.Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other’s sensitivities; to have personal pride and lead by example.Be happy to get your hands dirty. Don’t ask people to do things you wouldn’t do yourself.Understand the importance of work/ life balance.Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.Desire for significant professional development.  | ApplicationInterviewReferences |
| **Physical** | ResilientExcellent attendance and puntuality | ReferencesInterview |
| **Equality** | A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice. | ApplicationInterview |