

## EMPLOYEE SPECIFICATION

**SERVICE AREA:** Children & Young People Service

**SECTION:** All Schools Model

**POST TITLE:** Educational Support Assistant

**GRADE:** 5

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with children/young people	Application Form and Selection Process	A
		1.2	Experience of working with children/young people in a school environment, specifically working with children with complex and behavioural needs.	Application Form and Selection Process	B
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Numeracy and Literacy skills to a level to assist pupil's with their work	Application Form/ Selection Process	A
		2.2	Completion of DfES Teacher Assistant Induction Programme	Application Form/ Certificates	B
		2.3	NVQ 2 for Teaching Assistants or equivalent qualifications or experience	Application Form/ Certificates	B
		2.4	Training in the relevant learning strategies e.g. literacy	Application Form/ Selection Process	B
		2.5	First Aid Training	Application Form/ Selection Process	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of basic learning programmes/strategies	Selection Process	B
		3.2	Understanding of Child Development and Learning	Selection Process	B
		3.3	Understanding and commitment to Equal Opportunities and how this relates to the duties of the post	Selection Process	B

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Effective use of ICT to support learning	Application Form/ Selection Process	B
		4.2	Ability to communicate effectively with pupils and staff members	Application Form/ Selection Process	A
		4.3	Ability to relate to children/young people from diverse ethnic/social backgrounds	Selection Process	A
		4.4	Ability to work as a team member	Application Form/ Selection Process	A
		4.5	Ability to work with a child with specific learning and behavioural needs	Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation	Selection Process	B
		5.2	Commitment to ongoing training and development	Selection process	A
		5.3	Willing to support the Catholic ethos of the school	Selection process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	SS/ETA05/SPEC
ES Prepared/Amended	JAN 2010
Refers to Estab(s)	