

EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Young People Service

SECTION: Purlwell Infant & Nursery School

POST TITLE: Educational Support Assistant

GRADE: 5

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Significant experience of working with Infant & Nursery age children in a school environment over an extended period of time	Application Form/ Selection Process	A
		1.2	Experience of working with children with Special Educational Needs	Application Form/ Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level to assist pupil's with their work (GCSE Maths and English Grade C or above)	Application Form/ Selection Process	A
		2.2	NVQ 2 for Teaching Assistants or equivalent qualifications or experience	Application Form/ Certificates	B
		2.3	Previous experience in the relevant learning strategies e.g. phonics	Application Form/ Certificates	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of Early Years Curriculum and other basic learning programmes/strategies	Selection Process	
		3.2	Understanding of Child Development and Learning	Selection Process	
		3.3	Understanding and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Effective use of ICT to support learning	Application Form/ Selection Process	A
		4.2	Ability to communicate effectively with pupils, parents 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	
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation	Selection Process	A
		5.2	Commitment to ongoing training and development	Selection process	
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	

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)	