

EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People**SECTION:** All Schools Model**JOB TITLE:** Educational Teaching Assistant EYFS**GRADE:** 6

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with young children in a school environment.	Application Form/ Selection Process	A
		1.2	Experience of assisting Class Teacher in delivering the EYFS curriculum.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level to assist pupils with their work.	Application Form/ Selection Process	A
		2.2	Level 2 Adult Numeracy and Level 2 Adult Literacy.	Application Form/Certificates	B
		2.3	NVQ 3 for Teaching Assistants or equivalent qualifications (eg. Level 3 Diploma in Supporting Teaching and Learning in Schools) or experience.	Application Form/ Certificates	B
		2.4	Training in the relevant learning strategies e.g. Literacy.	Application Form/ Selection Process	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies.	Selection Process	A
		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	
		3.4	Knowledge of the national curriculum applicable to the school.	Application Form/ Selection Process	

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4.	SKILLS AND ABILITIES	4.1	Effective use of ICT to support learning.	Application Form/ Selection Process	A
		4.2	Ability to assist the Teacher in planning class activities.	Selection Process	
		4.3	Ability to communicate effectively with pupils and staff members.	Application Form/ Selection Process	A
		4.4	Ability to relate to children/young people from diverse/social backgrounds.	Selection Process	
		4.5	Ability to work as a team member.	Application Form/ Selection Process	A
		4.6	Ability to work with children exhibiting behavioural difficulties.	Application Form/ Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	
		5.2	Commitment to ongoing personal 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	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	CS06
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	

ETA Job Advert

September start (date may alter subject to Covid 19 restrictions)

TTO 15 hours per week fixed term.

Golcar J I & N School is a popular school within the Colne Valley with 476 children currently on roll. We provide a positive, nurturing and inspiring learning environment where everyone is encouraged and supported to achieve their goals. Our children are keen to learn, are well behaved and want to achieve their best.

We are looking for a friendly, flexible and caring person to join our school, work as an Educational Teaching Assistant with an individual child. The post is 15 hours and is fixed term subject to funding.

Experience of working with children in a school or early years environment and knowledge of the EYFS/National curriculum is essential. Experience of working with children with additional needs and an understanding of positive behavioural support approaches are also essential. Applications are invited from individuals who are enthusiastic, positive with good communication skills and able to work as part of a team to support children's learning.

We can offer

- A welcoming, inclusive, caring school.
- A hard working and supportive staff team who are committed to high quality teaching and learning.
- A commitment to professional development.
- Enthusiastic pupils who are keen to learn.
- High standards and high expectations in every aspect of school life.
- An opportunity to make a difference to children's lives and their families.
- A supportive and dedicated Governing Body.
- Parents / carers who are keen to work in partnership to raise standards.
- Support, guidance and management from the Headteacher and Early Years team

In return we are looking for:

- Commitment and enthusiasm to motivate children, practitioners and parents/carers to reach their full potential.
- Someone with experience of working with communication and language difficulties, challenging and SEMH
- Support for the vision, ethos and policies of the school and promote high levels of achievement;
- Someone who is passionate about children's learning and welfare and with high expectations for all learners.
- A team player who can work alongside teaching staff to deliver positive outcomes for children.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

We would encourage candidates to visit school – please contact school to arrange a visit. For more information about the school please go to [our website](#).

Closing Date: 3rd July 2020

Interview date: W/c 6th July 2020