

EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People

SECTION: All Schools Model

JOB TITLE: Educational Teaching Manager (HTLA)

GRADE: 9

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Recent experience as a Teaching Assistant in an educational environment.	Application Form/ Selection Process	A
		1.2	Experience of working with children/young people.	Application Form/ Selection Process.	A
		1.3	Experience of working with children/young people with additional needs.	Application Form/ Selection Process	B
		1.4	Experience of monitoring/evaluating progress.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Literacy and Numeracy skills to at least Level 2 or equivalent.	Application Form/ Selection Process/ Certificate.	A
		2.2	Relevant professional development.	Application Form/ Selection Process/ Certificate.	A
		2.3	NVQ3 for Teaching Assistant or equivalent qualification or experience.	Application Form/ Selection Process/ Certificate	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Full working knowledge of relevant policies/codes of practise/legislation.	Selection Process	B
		3.2	Working knowledge of National Curriculum and other relevant learning programmes.	Selection Process	B

3.	GENERAL AND SPECIAL KNOWLEDGE cont...	3.3	Understanding of principles of child development and learning.	Selection Process	B
		3.4	Understanding of and commitment to the Local Authority's Equality and Diversity Policy in the school setting and how it relates to the duties of the job.	Selection Process	B
		3.5	Understanding of the basic principles of Customer Care	Selection Process	A
4.	SKILLS AND ABILITIES	4.1	Ability to use relevant ICT equipment and packages.	Selection Process	A
		4.2	Ability to work on own initiative and contribute to the effective working of a team.	Selection Process/ Application Form	A
		4.3	Be able to prioritise and produce accurate work, working to tight deadlines.	Selection Process	A
		4.4	Ability to communicate effectively at all levels.	Selection Process	A
		4.5	Ability to supervise/manage a team including task allocation and performance management.	Selection Process/ Application Form.	A
		4.6	Ability to evaluate learning needs and actively seek learning opportunities.	Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	A
		5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process	A
		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.	Selection Process/ Application Form.	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	CS09/HLTA
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	