

EMPLOYEE SPECIFICATION

SERVICE AREA: EDUCATION

SECTION: SALENDINE NOOK HIGH SCHOOL.

POST TITLE: Performing Arts Technician/Educational Support Assistant

GRADE: 6

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children/young people	Application Form/ Selection Process	A
		1.2	Experience of working with children/young people in a school environment	Application Form/ Selection Process	B
		1.3	Experience of preparation of material required for demonstrations/practical work and of assisting with demonstrations.	Application Form/ Selection Process	A
		1.4	Experience of working in line with relevant Health and Safety procedures.	Selection Process	
		1.5	Experience of live sound/lighting and sound recording.	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	NVQ 2 for Teaching Assistants or equivalent qualifications or experience	Application Form/ Certificates	B
		2.3	Music and/or music tech. qualification to at least GCSE level or above or equivalent.	Application Form	A

3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Foundation Stage 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 Equal Opportunities and how this relates to the duties of the post	Selection Process	
		3.4	Knowledge of audio electronics.	Selection Process	
	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Effective use of ICT to support learning with knowledge of software such as Cubase and Sibelius and video editing software.	Application Form/ Selection Process	A
		4.2	Competence in a recording environment.	Application Form/ Selection Process	A
		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 ethnic/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 behaviour difficulties	Selection Process	
		4.7	Practical skills and ability to carry out basic repairs/maintenance	Selection Process	
		4.8	Ability to work to deadlines and manage time effectively.	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 training and development	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.