

EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People**SECTION:** All Schools Model**JOB TITLE:** BfL Coordinator**GRADE:** 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of working directly with children preferably within a school environment.	Application Form/ Selection Process	A
		1.2	Experience of developing effective strategies to promote positive behaviour.	Application Form/ Selection Process	A
		1.3	Experience of modelling good behaviour management techniques.	Application Form/ Selection Process	A
		1.4	Experience of managing challenging and extreme behaviour of pupils.	Application Form/ Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level necessary to write basic reports and perform simple calculations.	Application Forms/ Selection process	A
		2.2	NVQ Level 3 or equivalent or ability to produce work to that standard.	Application Forms/ Selection process/ Certificates	B
		2.3	Training in relevant strategies.	Application Form/ Selection Process	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	
		3.2	Basic Health and Safety Awareness.	Selection Process	
		3.3	Understanding of child development and learning.	Selection Process	

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to relate to children/young people from diverse social backgrounds.	Application Form/ Selection Process	A
		4.2	Written communication skills in order to produce basic reports and update records.	Application Form/ Selection Process	A
		4.3	Ability to work with children/young people exhibiting behavioural difficulties.	Application Form/ Selection Process	B
		4.4	Ability to work on own initiative and as part of a team.	Selection Process	
		4.5	Ability to effectively communicate verbally with children/young people and staff in school.	Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing training and development.	Selection Process	
		5.2	Ability to adapt and be flexible to the needs of the school.	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	CS07/BEH
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	