Kirklees Council

EMPLOYEE SPECIFICATION

DIRECTORATE: **Children & Young People** **SECTION:** **All Schools Model**

JOB TITLE: **Educational Support Assistant** **GRADE: 5**

	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
2.	**EDUCATION AND TRAINING ATTAINMENTS**	2.1	Numeracy and Literacy skills to a level to assist pupil's with their work.	Application Form/ Selection Process	A
		2.2	Completion of DfES Teacher Assistant Induction Programme.	Application Form/ Certificates	B
		2.3	NVQ 2 for Teaching Assistants or equivalent qualifications 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	
		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 and staff members.	Application Form/ Selection Process	A
		4.3	Ability to relate to children/young people from diverse ethnic/social backgrounds.	Selection Process	
		4.4	Ability to work as a team member.	Application Form/ Selection Process	A
		4.5	Ability to work with children exhibiting behaviour difficulties.	Selection Process	
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	
		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	CS05
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	