EMPLOYEE SPECIFICATION

SERVICE AREA: CHILDREN & YOUNG PEOPLE SERVICE   **SERVICE:** Upperthong Junior and Infant School

POST TITLE: EDUCATIONAL TEACHING ASSISTANT-Autumn 2020

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children within the Primary age range	Application Form/ Interview	A
		1.2	Experience of working in both KS1 and KS2 within a school	Application Form/Interview	B
		1.3	Experience of planning for and working with individuals and/or small groups within a school	Application Form/Interview	B
		1.4	Recent experience of supporting teaching and learning in Y6	Application Form/Interview	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Strong maths and English skills to a level to assist children with their work-GCSE Grade C equivalent	Application Form/ Certificates	A
		2.2	NVQ 3 for Teaching Assistants or equivalent qualifications or experience	Application Form/ Certificates	B
		2.3	Paediatric First Aid Qualification	Application Form/ Certificates	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of the National Curriculum and how this translates in to practice in schools	Interview	A
		3.2	Understanding of Child Development and Learning	Interview	A
		3.3	Understanding and commitment to Local Authority's Equality and Diversity Policy and how this relates to the duties of the job	Interview	A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Effective use of ICT to support learning	Application Form/ Interview	A
		4.2	Ability to assist the teacher in planning class activities.	Interview	A
		4.3	Ability to communicate effectively with children & staff members	Application Form/ Interview	A
		4.4	Ability to work as a team member	Interview	A
		4.5	Understanding of positive behaviour management strategies and techniques for working with children with specific needs.	Application Form/ Interview	A
		4.6	Proactive and willing to act on own initiative	Interview	A
		4.8	Flexibility: Willing to work in different classes, with different groups of children or on a 1 to 1 basis.	Application Form/Interview	A
		4.9	Always positive , happy and enthusiastic	Interview	A
		4.10	Willing to 'go the extra mile' to achieve the best outcomes for children	Application Form/Interview	A
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation. This includes all relevant safeguarding regulations	Interview	A
		5.2	Commitment to ongoing personal training and development	Interview	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	Application Form/Interview	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 Interview 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 "Interview", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	
ES Prepared/Amended	17 September 2020
Refers to Estab(s)	