



### Early Years Practitioner Person Specification

	Attributes		Relevant Criteria	How Identified	Rank
1	Relevant Experience	1.1	Experience of working with young children in a child care environment	Application Form/ Selection Process	A
2	Education and Training Attainments	2.1	Relevant level 3 qualification in early years and child care	Application Form/Certificates	A
		2.2	A competent level of written literacy skills to carry out written observations for parents	Application Form/Selection Process	A
		2.3	A competent level of oral English to communicate effectively and to model and develop children's early language using the correct grammar	Application Form/Selection Process	A
3	General and Special Knowledge	3.1	Understanding of the Early Years Foundation Stage	Selection Process	A
		3.2	Understanding of Child Development and Learning	Selection Process	A
		3.3	Understanding and commitment to the Local Authority's Equality and Diversity Policy and how this related to the duties of the job	Selection Process	A
4	Skills and Abilities	4.1	Effective use of ICT systems to support learning	Application Form/ Selection Process	A

		4.2	Ability to assist the Senior Early Years Practitioner and Early Years Teacher in planning activities and developing the environment	Selection Process	A
		4.3	Ability to communicate effectively with children, staff members and parents	Application Form/ Selection Process	A
		4.4	Ability to relate to children from diverse/social backgrounds	Selection Process	A
		4.5	Ability to work as a team member	Application Form/ Selection Process	A
		4.6	Ability to work with children with a variety of additional needs including social communication delay and behavioural difficulties	Application Form/ Selection Process	A
5	Any Additional Factors	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation including Safeguarding.	Selection Process	A
		5.2	Commitment to ongoing personal training and development	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidate from employment but will be considered as part of the selection process</b>	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.