

Kirklees Council

EMPLOYEE SPECIFICATION

DIRECTORATE: Children & Young People

SECTION: All Schools Model

JOB TITLE: Senior Educational Teaching Assistant

GRADE: 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of dealing with children/young people across all primary age ranges, preferably within a school environment.	Application Form / Selection Process	A
		1.2	Experience of planning activities for primary aged children.	Application Form / Selection Process	A
		1.3	Experience of working with children with Special Educational Needs.	Application Form / Selection Process	A
		1.4	Experience of working with children with Complex Communication and Interactions needs such as Autism.	Application Form / Selection Process	A
		1.5	Experience of supporting colleagues in developing their practice with children with Special Educational Needs.	Application Form/Selection Process	B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to assist pupils with their work and write basic reports.	Application Form/ Selection Process	A
		2.2	Attended or willing to attend the AET level 1 Making Sense of Autism Training and the Kirklees Sensory Integration Training	Application Form/ Certificates	B
		2.3	NVQ /SVQ Level 3 or experience that shows the ability to produce work to that standard.	Application Form / Certificates	A
		2.4	Training in the relevant learning strategies.	Application Form/ Selection Process	A
3.	GENERAL AND	3.1	Understanding of and commitment to the Local Authority's Equality and	Selection Process	A

	SPECIAL KNOWLEDGE		Diversity Policy and how this relates to the duties of the job.		
		3.2	Basic Health and Safety Awareness.	Selection Process	A
		3.3	Understanding of child development and learning.	Selection Process	A
		3.4	First Aid qualification or a willingness to attend relevant training.	Application Form/Selection Process	C
		3.5	Have an awareness of autism friendly practices.	Selection Process	B
		3.6	Knowledge of the national curriculum applicable to school.	Application form/selection process	A
		3.7	Ability and knowledge to support colleagues to improve their practices.	Application form/selection process	A
	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 exhibiting behavioural difficulties.	Application Form / Selection Process	B
		4.4	Ability to work under own initiative and as part of a team.	Selection Process	A
		4.5	Ability to effectively communicate with children and staff in school.	Selection Process	A
		4.6	Demonstrate ability to effectively motivate and supervise a team of staff.	Selection Process	A
		4.7	A good level of resilience, accompanied by a good sense of humour.	Application Form/Selection Process	A
		4.8	Effective use of ICT to support learning	Application	A

		4.9	Ability to assist the teacher in planning and preparing class activities.	form/selection process Application form/selection process	A
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing training and development.	Selection Process	A
5.2		Ability to adapt and be flexible to the needs of the school.	Selection Process	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 process.	Application Form / Selection Process	A	
5.4		Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Application form/selection process	B	

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
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	