



## **EDUCATIONAL TEACHING ASSISTANT**

### **EMPLOYEE SPECIFICATION**

	<b>ATTRIBUTES</b>		<b>RELEVANT CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>RANK</b>
<b>1</b>	<b>RELEVANT EXPERIENCE</b>	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
<b>2</b>	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Numeracy and Literacy skills to a level to assist pupils with their work.	Application form/selection process	A
		2.2	Completion of DfES Teacher Assistant Induction Programme.	Application form/selection process	B
		2.3	NVQ 2 for Teaching Assistants or equivalent qualifications or experience.	Application form/selection process	B
		2.4	Training in the relevant learning strategies e.g. literacy	Application form/selection process	B
<b>3</b>	<b>GENERAL &amp; SPECIAL KNOWLEDGE</b>	3.1	Understanding of National Foundation Stage curriculum and other basic learning programmes.	Selection Process	
		3.2	Understanding of Child Development and Learning.	Selection Process	
		3.3	Understanding and commitment to the Local Authorities Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	
<b>4</b>	<b>SKILLS AND ABILITIES</b>	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.	Application form/Selection Process	A

		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	B
5	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	Selection Process	B
		5.2	Commitment to ongoing training and development.	Selection Process	B
		5.3	Willingness to undertake and enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates 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 in the rank column refer to the importance we will give your answers when we read your applications. You must have all A's on day one to be able to do the job, you need all the B's to do the job, but they could be learnt during the induction period. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people.