

Kirklees Council

**EMPLOYEE SPECIFICATION**

**SERVICE AREA:** Children & Young People Service

**SECTION:** All Schools Model

**JOB TITLE:** Senior Educational Teaching Assistant (Cover Supervision)

**GRADE:** 7

|    | ATTRIBUTES                         |     | RELEVANT CRITERIA  | HOW IDENTIFIED                       | RANK |
|----|------------------------------------|-----|--|--------------------------------------|------|
| 1. | RELEVANT EXPERIENCE                | 1.1 | Previous experience of working with children/ young people age (state relevant age).   | Application Form/ Selection Process. | A    |
|    |                                    | 1.2 | Experience of working 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 pupils with their work.  | Application Form/ Selection Process  | A    |
|    |                                    | 2.2 | Completion of DFES Teacher Assistants Induction Programme.   | Application Form/ Certificate        | A    |
|    |                                    | 2.3 | NVQ 3 for Teaching Assistant or equivalent qualification or experience.  | Application Form/ Certificates.      | A    |
|    |                                    | 2.4 | Relevant professional development.   | Application form/ Selection Process. | A    |
| 3. | GENERAL AND SPECIAL KNOWLEDGE      | 3.1 | Understanding of National Curriculum and other 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                    |      |
|    |                                    | 3.4 | Understanding of basic principles of Customer Care.  | Selection Process                    |      |

|    | ATTRIBUTES                    |     | RELEVANT CRITERIA  | HOW IDENTIFIED                          | RANK |
|----|-------------------------------|-----|--|---|------|
| 4. | <b>SKILLS AND ABILITIES</b>   | 4.1 | Ability to contribute to effective use of ICT to support learning.   | Application Form/<br>Selection Process. | A    |
|    |                               | 4.2 | Ability to assist the teacher in planning class activities.  | Selection Process                       |      |
|    |                               | 4.3 | Ability to relate to children/young people and adults.   | Selection Process                       |      |
|    |                               | 4.4 | Ability to work as a team member and on own initiative.  | Application Form/<br>Selection Process  | A    |
|    |                               | 4.5 | Ability to work with children/ young people exhibiting behavioural difficulties.   | Application Form/<br>Selection Process  | B    |
|    |                               | 4.6 | Ability to undertake cover in the absence of the class teacher.  | Selection Process                       |      |
| 5. | <b>ANY ADDITIONAL FACTORS</b> | 5.1 | Understanding of relevant policies/codes of practise and awareness of relevant legislation.  | Selection Process                       |      |
|    |                               | 5.2 | Willing to undertake training and development as required.   | Selection Process                       |      |
|    |                               | 5.3 | Willingness to undertake an 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/<br>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.

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| ES Reference No     | CS07/COV |
| ES Prepared/Amended | JAN 2015 |
| Refers to Estab(s)  |          |