

PERSON SPECIFICATION

SERVICE AREA: - Collingwood Primary School

JOB TITLE: EYFS reception teacher and phase leader of EYFS

GRADE: TLR 3

POST NO:

EQUIREMENTS	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of teaching in a school. Significant experience of teaching EYFS Little Wandle phonics training Experience of leading change	Application Form	Experience of working with the English hub or further phonics training Experience of working in an inner city school. Experience leading EYFS	Application Form Application Form
QUALIFICATIONS	Qualified Teacher Status (UK).	Application Form	Further professional training	Application Form
SKILLS AND ATTITUDES	To inspire and motivate other teachers and adults in the setting, model good practice, and develop a whole phase commitment to raising standards in EYFS	Application Form, Interview, References Interview References Interview References Interview	A willingness to self- reflect on their own practice and strive to constantly improve it The ability to create a highly positive climate for learning Ability to develop other staff	Application Form, Interview References Interview References Interview

KNOWLEDGE	<p>A knowledge and commitment to safeguarding and promoting the welfare of children and young people</p> <p>The capacity to develop an excellent understanding of the craft of teaching based on great pedagogy including the teaching of reading and maths</p> <p>A good working knowledge of the demands of the national curriculum/EYFS curriculum and how to tailor this to the needs of the pupils.</p>	<p>Interview, References Application Form</p> <p>Interview References</p> <p>Application Form References Interview</p>		
INTERPERSONAL/COMMUNICATION SKILLS	<p>First class communication skills both verbally and written.</p> <p>Being a good role model of spoken English.</p> <p>The ability to establish strong, effective professional relationships with all stakeholders. In particular pupils, parents and colleagues.</p> <p>The ability to work professionally alongside a range of partners and outside agencies at a variety of levels.</p> <p>Strong written skills for writing learning and support plans, reports on pupil progress, and training and guidance for staff.</p>	<p>Application Form Interview</p> <p>Interview</p> <p>Application Form References</p>	Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils and parents.	

DISCLOSURE OF CRIMINAL RECORD (Please see attached for further details)	Declaration of full details of everything on candidate's criminal record.	Application Form (after shortlisting).		
	The successful candidate's appointment will be subject to the Council obtaining a satisfactory Enhanced Disclosure from the Criminal Records Bureau.	Criminal Records Bureau's Disclosure (successful candidate only).		

Prepared by:

Designation:

DISCLOSURE OF CRIMINAL RECORD

Information Sheet

Level of Disclosure For Post	What Information the Council Requires
Declaration of unspent convictions	If you have a criminal record, you are required to provide, with your job application form, details of anything on your record which is unspent ¹ under the Rehabilitation of Offenders Act.
Standard Disclosure	<p>You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent¹ convictions. You are also required to provide the Council with details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order² or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to the Council obtaining a satisfactory³ Standard Disclosure from the Criminal Records Bureau (CRB)⁴. The CRB will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands and final warnings, as well as convictions and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>
Enhanced Disclosure	<p>You are required to provide, with your job application form, full details of everything on your criminal record, including details of all spent¹ convictions. You are also required to provide the Council with details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order² or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to the Council obtaining a satisfactory³ Enhanced Disclosure from the Criminal Records Bureau (CRB)⁴. The CRB will also send you a copy of the Disclosure. This will give details of everything on your criminal record, including cautions, reprimands, final warnings, convictions and any other information and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>

Notes:

- 1 The table at the end of this information sheet gives details of what is meant by "spent" and "unspent". If you are still unclear as to what information you should provide, please contact Employee Services for advice
- 2 If a person is convicted of an offence against a child and a qualifying sentence is imposed by a senior court in respect of the conviction, the court must order the individual to be disqualified from working with children, unless, given all the circumstances, the court is satisfied that it is unlikely that the individual will commit any further offence against a child.

The same applies to charges/convictions for equivalent armed forces offences.

The Council must not knowingly offer work in a regulated position to anyone who is the subject of a Disqualification Order. It is also illegal for anyone who is the subject of a Disqualification Order to apply for work in a regulated position.

- 3 In this context, "satisfactory" means containing no offences relevant to the post, which would render you unsuitable
- 4 The Criminal Records Bureau (CRB) is a Government agency which handles the Disclosure Service through which criminal record information can be checked by potential employers and other organisations. Further details about the CRB, including their Code of Practice, are available from their website at www.crb.gov.uk or from: CRB, PO Box 91, Liverpool L69 2UH.

Government Department Lists

The CRB's Standard Disclosure and Enhanced Disclosure include, where relevant, a check against Government Department lists of people unsuitable for work with children and vulnerable adults e.g. Department for Education and Skills' List 99 or Department of Health's Protection of Children Act List (PoCAL)

Obtaining A CRB Disclosure

If you are offered the post, the Employee Services Recruitment team will let you know what needs to be done.

If a Standard or Enhanced Disclosure is required, you will be asked to sign a CRB Disclosure application form and to provide verification of your identity. You will receive a copy of the information the CRB discloses to the Council.

Costs

The CRB charges a fee for each Disclosure. Where the Disclosure is required by the Council, the Council will pay the fee.

SPENT/UNSPENT CONVICTIONS -REHABILITATION PERIODS

The following sentences become spent after fixed periods from the date of the conviction (not the completion of the punishment).

Sentence¹	Rehabilitation Period People aged 17 or under when convicted	Rehabilitation Period People aged 18 or over when convicted
Prison sentences ² of 6 months or less	3½ years	7 years
Prison sentences of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines, compensation, probation ³ , community service/community punishment orders, combination orders ⁴ , action plan, drug treatment and testing and reparation orders	2½ years	5 years
Absolute discharge	6 months	6 months

The Crime and Disorder Act 1998 introduced a new custodial sentence for young people with different rehabilitation periods:

Sentence	Rehabilitation Period People aged 12,13 or 14 when convicted	Rehabilitation Period People aged 15,16 or 17 when convicted
Detention and training order of 6 months or less	1 year after the order expires	3½ years
Detention and training order of more than 6 months	1 year after the order expires	5 years

With some sentences the rehabilitation period varies:

Sentence	Rehabilitation period
Probation ⁵ , supervision, care order, conditional discharge and bind-over	1 year or until the order expires (whichever is longer)
Secure training (abolished in 2000) and attendance centre orders	1 year after the order expires
Hospital order (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)
Referral order	Once the order expires

¹ Cautions, reprimands and final warnings become spent immediately

² Including suspended sentences, youth custody and detention in a young offender institution

³ For people convicted on or after 3.2.95. Probation orders are now called community rehabilitation orders

⁴ Combination orders now called community punishment and rehabilitation orders

⁵ For people convicted before 3.2.95