



<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<ul style="list-style-type: none"> <li>• Successful experience working with children in a school/early years environment.</li> <li>• Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience.</li> <li>• Meet Higher Level Teaching Assistant standards.</li> </ul>
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> <li>• Basic knowledge of First Aid.</li> <li>• Understand classroom roles and responsibilities and your own position within these.</li> </ul>
	Literacy	<ul style="list-style-type: none"> <li>• Good reading and writing skills</li> </ul>
	Numeracy	<ul style="list-style-type: none"> <li>• Good numeracy skills</li> </ul>
	Technology	<ul style="list-style-type: none"> <li>• Full working knowledge of ICT to support learning</li> </ul>
<b>Communication</b>	Written	<ul style="list-style-type: none"> <li>• Ability to write detailed reports, letters etc</li> </ul>
	Verbal	<ul style="list-style-type: none"> <li>• Ability to use clear language to communicate information unambiguously.</li> <li>• Ability to listen effectively</li> </ul>
	Languages	<ul style="list-style-type: none"> <li>• Specialist language/communication skills if appropriate.</li> </ul>
	Negotiating	<ul style="list-style-type: none"> <li>• Ability to negotiate effectively with adults and children.</li> </ul>
<b>Working with children</b>	Behaviour Management	<ul style="list-style-type: none"> <li>• Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.</li> </ul>
	SEN	<ul style="list-style-type: none"> <li>• Successful completion of training to support SEND if appropriate.</li> </ul>
	Curriculum	<ul style="list-style-type: none"> <li>• Working knowledge and experience of implementing national curriculum and other relevant learning programmes.</li> <li>• Good working knowledge of specialist curriculum area(s) if appropriate.</li> <li>• Understanding of statutory frameworks relating to teaching.</li> </ul>
	Child Development	<ul style="list-style-type: none"> <li>• Detailed understanding of child development and learning processes.</li> <li>• Ability to assess and record progress and performance and recommend appropriate strategies to support development.</li> <li>• Motivate, inspire and have high expectations of pupils.</li> </ul>
	Health & Well being	<ul style="list-style-type: none"> <li>• Understand and support the importance of physical and emotional wellbeing.</li> </ul>
<b>Working with others</b>	Working with partners	<ul style="list-style-type: none"> <li>• Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc.</li> <li>• Ability to work with parents and carers to improve support for children.</li> </ul>
	Relationships	<ul style="list-style-type: none"> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.</li> </ul>
	Team work	<ul style="list-style-type: none"> <li>• Ability to work effectively with a range of adults.</li> </ul>
	Information	<ul style="list-style-type: none"> <li>• Contribute to the development and implementation of effective systems to share information.</li> </ul>
<b>Responsibilities</b>	Organisational skills	<ul style="list-style-type: none"> <li>• Good organisational skills.</li> <li>• Ability to remain calm under pressure.</li> <li>• To be flexible.</li> <li>• Follow instructions accurately.</li> <li>• Use own initiative and work independently.</li> </ul>
	Line Management	<ul style="list-style-type: none"> <li>• Ability to manage and support the work of others.</li> </ul>



	Time Management	<ul style="list-style-type: none"> <li>• Ability to manage own time effectively.</li> <li>• Ability to adapt quickly and effectively to changing circumstances, situations.</li> </ul>
	Creativity	<ul style="list-style-type: none"> <li>• Demonstrate creativity and an ability to resolve problems independently.</li> </ul>
<b>General</b>	Equalities	<ul style="list-style-type: none"> <li>• Awareness of and promotion of equality.</li> </ul>
	Health & Safety	<ul style="list-style-type: none"> <li>• Good understanding of Health &amp; Safety.</li> </ul>
	Child Protection	<ul style="list-style-type: none"> <li>• Good understanding and effective implementation of child protection procedures.</li> </ul>
	Confidentiality/Data Protection	<ul style="list-style-type: none"> <li>• Understand procedures and legislation relating to confidentiality.</li> </ul>
	CPD	<ul style="list-style-type: none"> <li>• Demonstrate a clear commitment to develop and learn in the role.</li> <li>• Constantly improve own practice/knowledge through self-evaluation and learning from others.</li> </ul>