



Personal Skills Characteristics	Essential	Desirable	Method of Assessment	Shortlisting Criteria (Tick Below)
<p>1. <u>Experience</u> Working with or caring for children of a relevant age to those in the School.</p> <p>Basic understanding of a child's development and learning.</p> <p>Understanding of the relevant policies/codes of practice/and awareness of relevant legislation (define) in the context of your role.</p> <p>Awareness and understanding of SEND Code of Practice</p> <p>General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies.</p> <p>Experience of phonics in EYFS / KS1</p> <p>Knowledge of early reading</p> <p>Experience of working in a school setting in a classroom environment</p> <p>Experience of delivering SEN interventions and learning support</p> <p>Experience of the assessment cycle and monitoring progress</p>	<p>✓</p> <p>✓</p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p>
<p>2. <u>Qualifications and Training</u></p> <p>NVQ2 for Teaching Assistants or equivalent qualification or experience. NVQ Level 3 desirable</p> <p>Good numeracy/literacy skills equivalent to L2 Literacy and Numeracy or GSCE English and Maths Grade C+ or equivalent</p> <p>Willingness to undertake training in relevant learning strategies.</p> <p>First Aid at Work Certificate.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p>✓</p> <p></p>	<p>I/CQ/R</p> <p>AF/I/CQ/R</p> <p>AF/I</p> <p>CQ</p>	<p>✓</p> <p>✓</p> <p></p> <p></p> <p></p>
<p>3. <u>Special Skills and Knowledge</u></p> <p>To build effective working relationships with pupils and colleagues and able to work as part of a team</p> <p>Effective use of IT to support learning</p> <p>To work constructively as part of a team.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p>	<p>I</p> <p>AF/I</p> <p>I</p>	<p></p> <p></p> <p></p>

<p>Understanding classroom roles and responsibilities and your own position within these.</p> <p>To promote positive ethos and be a good role model.</p> <p>To liaise sensitively and effectively with parents and carers, recognise your role in pupils holistic development</p> <p>Understanding of inclusion and how it applies in a school setting.</p> <p>To constantly improve own practice/knowledge through self evaluation and learning from others.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	
<p>4. <u>Personal Qualities</u></p> <p>An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.</p> <p>Conscientious, honest and reliable.</p> <p>A commitment to safeguarding and promoting the welfare of children.</p> <p>To understand that confidentiality is an essential requirement of working in a school</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>I</p> <p>I/R</p> <p>I/R</p> <p>AF/I</p>	
<p>5. <u>Personal Circumstances</u></p> <p>To work flexibly as the workload demands.</p> <p>A criminal records check at enhanced level.</p> <p>Occasional out of hours working to support the school.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>I/R</p> <p>DBS</p> <p>I/R</p>	
<p>6. <u>Physical Requirements</u></p> <p>No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments);</p> <p>Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)</p>	<p>✓</p> <p>✓</p>		<p>I/R</p> <p>I/R</p>	

Key: **AF - Application Form** **I - Interview** **R - References**
 CQ – Certificate of Qualification **DBS – Disclosure Barring Service**

There will be an expectation that you will bring along certificates as proof of your qualifications to the interview

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further short-listing tool.

Disabled applicants who meet the essential short-listing criteria will be guaranteed an interview.