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| **Employee Specification Form**  **Class Teaching Assistant Grade 4 with SEN** | | | |
| **Essential Personal Attributes** | Stage Identified | **Desirable Personal Attributes** | Stage Identified |
| **Qualifications:**  NCFE Cache Level 3 Diploma in EYFS (or equivalent)  Paediatric First Aid  GCSE or equivalent in English and Maths. | Application | Evidence of further training or recent CPD.  Food Hygiene | Application |
| **Experience:**  Enthusiastic and excellent practitioner.  Previous experience of working within EYFS.  Experience of working with children identified with SEND including ADHD, ASC and/or trauma.  Supporting small groups of pupils to access the curriculum.  Preparation of learning resources for individuals or a small group of children. | Application &  interview | Experience of using a range of teaching and  learning strategies. | Application &  interview |
| **Knowledge & Skills:**  A good understanding and recent training of child protection and safeguarding procedures.  Knowledge of Ofsted standards.  Understanding of child development and learning.  Ability to work in partnership with colleagues, parents and carers.  An understanding of information sharing, confidentiality, data protection and record keeping.  Good communication skills including use of standard English both written and spoken.  Ability to demonstrate positive behaviour management skills. | Application &  interview | To have an understanding of the National Curriculum.  To have an understanding of phonics.  Ability to self evaluate learning needs and actively seek learning opportunities.  Knowledge of using CPOMs.  Ability to use ICT effectively to support learning. | Application &  interview |
| **Special Requirements:**  Good organisational and time management skills.  Ability to build and maintain effective relationships  Approachable and flexible.  Able to adapt to changing circumstances and new ideas in a positive and creative manner.  Friendly, fair and caring nature.  Honest, reliable and dependable.  Ability to stay calm in an emergency.  A commitment to our culture and ethos | Application &  interview | A willingness to contribute to the fuller life of the school with a creative and good-humoured approach to resolving challenges.  Experience to offer extra-curricular activities in our  school. | Application &  interview |

**Employee Specification Form – Guidance for Applicants**

These guidance notes should be studies carefully before completing the Job Application Form.

**What is the purpose of an Employee Specification Form?**

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description.

**What are personal attributes?**

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the

post. They are set at a level appropriate to the work to be done and not higher than necessary; stated clearly and specifically; and entirely job related.

**What are essential personal attributes?**

These are the personal attributes without which a person would simply be unable to do the job.

Any applicant who does not meet **all** of the essential requirements will not be shortlisted (unless the stage identified is not at application).

Any Disabled applicant who meets all of the essential requirements must be shortlisted for interview.

**What are desirable attributes?**

These are the personal attributes which are desirable, but not essential.

A candidate will not be rejected for failing to meet any single desirable requirement.

**What are the Stages Identified?**

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

**How should I use the Employee Specification when completing my Job Application Form?**

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on the Job Application Form. You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being shortlisted for interview/the next stage.