**SMART Multi Academy Trust**

**Person Specification – Early Years Support Assistant, Level 3**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

|  |  |
| --- | --- |
| 1 | Experience of supporting pupils in a learning environment |
| 2 | Knowledge of the Early Years Foundation Stage Framework  |
| 3 | Experience of classroom organisation |
| 4 | NVQ Level 3 in Early Years for Teaching Assistants or equivalent qualification  |
| 5 | GCSE or equivalent English and Maths.  |
| 6 | Experience of working in an Early Years Setting  |

**Desirable**

|  |  |
| --- | --- |
| 7 | Experience of advancing progress of pupils of relevant age within a learning environment |
| 8 | Teaching of Read, Write, Inc/Phonics/knowledge of teaching early reading.  |
| 9 | Experience of a wide range of interventions used to support pupils e.g. Numicon  |
| 10 | Paediatric First Aid Training |

**Part B: Assessment Stage**

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

**Essential**

|  |  |
| --- | --- |
| 1 | Experience of using ICT to support pupils in the classroom |
| 2 | Able to take an active role in co-ordinating reviews of pupil’s progress including liaising with other agencies as appropriate |
| 3 | Able to produce accurate and up to date records and reports. |
| 4 | Able to undertake observations and assessments of pupils including those with special educational needs. |
| 5 | Able to undertake routine marking where appropriate |
| 6 | Able to work within and apply all relevant school policies and schemes of work |
| 7 | Able to manage and work with groups of children effectively.  |
| 8 | Able to contribute effectively to planning provision.  |
| 9 | Committed to achieving further professional development |
| 10 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: * + - motivation to work with children and young people
		- ability to form and maintain appropriate relationships and personal boundaries with children and young people
		- emotional resilience in working with challenging behaviours
		- attitude to use of authority and maintaining discipline,
		- able to work in partnership with other agencies
 |
| 11 | * + - No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
 |
|  |  |

**Desirable**

|  |  |
| --- | --- |
| 12 | Knowledge of SEN Code of Practice |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** |  | **Method** |  |
| Interview | Yes | Presentation | No |
| Lesson Observation | No | Structured discussion with pupils | No |
| Other (specify) | Yes/No | Other (specify) | Yes/No |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1  | Enhanced Certificate of Disclosure from the Disclosure and Barring Service  |
| 2  | Additional criminal record checks if applicant has lived outside the UK  |
| 3  | Barred List check |
| 4  | Right to Work Check |
| 5  | Medical clearance |
| 6 | Two references from current and previous employers (or education establishment if applicant not in employment)  |

SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.