



Person Specification – EYFS Support Assistant Level 3 Archbishop Runcie CE First School

Part A: Application Stage

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

Essential

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| 1 | Experience of supporting pupils in a learning environment |
| 2 | Knowledge of Early Years Foundation Stage curriculum |
| 3 | Experience of EYFS classroom organisation |
| 4 | Full and relevant Level 3 qualification for Teaching Assistants, or equivalent qualification, to work in a Nursery setting |
| 5 | GCSE in English and Maths or equivalent |
| 6 | Able to support and uphold the Christian ethos of the school |
| 7 | Willingness to attend to the intimate care needs of children. |
| 8 | Assisting in the supervision of pupils, during indoor and outdoor play. |

Desirable

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| 9 | Experience of advancing progress of pupils of relevant age within a learning environment |
| 10 | Ability to administer medication to pupils by agreement with the jobholder in accordance with the schools policy on this issue |
| 11 | First Aid Training |
| 12 | Knowledge of Read, Write, Inc phonics scheme |

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

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| 1 | Able to empathise with the needs of children and in particular able to establish positive relationships with pupils. |
| 2 | Able to consistently and effectively implement agreed behaviour management strategies. |
| 3 | Able to use language and other communication skills that children can understand and relate to. |
| 4 | Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs |
| 5 | Able to work within and apply all relevant school policies and schemes of work |
| 6 | Able to supervise groups of pupils. |
| 7 | Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills, maintaining accurate and up to date records and reports. |
| 8 | Able to undertake observations and assessments of pupils including those with special educational needs. |
| 9 | Able to work effectively as part of a team and contribute effectively to the planning of the teaching programme |

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| 10 | Committed to achieving further professional development |
| 11 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ 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 |
| 12 | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |
| 13 | Able to take an active role in co-ordinating reviews of pupil's progress including liaising with other agencies as appropriate |

Desirable

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| 14 | Knowledge of SEN Code of Practice |
| 15 | Experience of using IT in the classroom including online Learning Journals |

The following methods of assessment will be used:

| Method | | Method | |
|-----------------|-----|------------------|-----|
| Interview | Yes | Presentation | No |
| Group activity | Yes | Task with pupils | Yes |
| Other (specify) | No | Other (specify) | No |

Part C: Additional Requirements

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

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| 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 | Medical clearance |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |