Job Specification			
Area	**Criteria**	**Requirement**	**Assessment**
Skills, Knowledge and Expertise	• Basic understanding of child development and of children's needs • Understanding of relevant policies/codes of practice and an awareness of relevant legislation • Ability to relate well to children and their parents and carers • Ability to communicate and liaise effectively with a wide range of professionals within the school community • The ability to work constructively as part of a team and on own initiative as appropriate • Ability to self-evaluate performance and learning needs and actively seek learning opportunities • Commitment to and understanding of equality, diversity and inclusive practice • Ability to empathise with the needs of all children and demonstrate active listening skills • Ability to provide appropriate levels of individual attention, nurture and reassurance to help support the emotional needs of the children • Excellent communication skills	Essential Desirable Essential Essential Essential Essential Essential Essential Essential	Application Interview Application Interview Interview Reference / Interview /Application Application Application Interview Interview / Application
Personal attributes	• Reliable, well-motivated and positive • A professional and calm manner in all situations • Flexible and adaptable in approach • Maintains confidentiality at all times	Essential Essential Essential Essential	Application / Interview / Reference
Qualifications and Training	• Recognised Level 2/3 childcare / play worker / TA qualification • Good numeracy/literacy skills • Evidence of child protection training • Current paediatric first aid certificate • Food handling/hygiene training • Willingness to attend further training courses and meetings as required to keep up to date with current good practice	Essential Essential Desirable Desirable Desirable Essential	Application
Experience	• Experience of working with or caring for primary age children • Experience of working with children with a range of needs • Experience of supporting children's progress in a learning environment • Experience of working in partnership with others	Essential Desirable Desirable Essential	Application / Reference / Interview
Conditions of Service			
• The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body. • To uphold the school's policy in respect of child protection matters. • This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. • All staff members participate in the school's performance management /appraisal scheme.			

This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder Date / /

Signature of Deputy Headteacher Date / /

Please be aware that the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and will need to have two fully supportive references from current employers/placements. An online search of publicly available information for all shortlisted candidates will also take place.