

EMPLOYEE SPECIFICATION

SECTION: BATLEY GIRLS' HIGH SCHOOL

JOB TITLE: EDUCATIONAL TEACHING ASSISTANT

GRADE: 6

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	Essential (E) Desirable (D)
1.	RELEVANT EXPERIENCE	1.1	Experience of working with children/young people	Application Form/ Selection Process	E
		1.2	Experience of assisting classroom teachers in delivering the curriculum and supporting students'/learners' learning in a school setting	Application Form/ Selection Process	D
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level to assist students/learners with their work	Application Form/ Selection Process	E
		2.2	Education to A Level standard (or equivalent)	Application Form/ Certificates	E
		2.3	NVQ L3 for Teaching Assistants (or equivalent qualification(s)) or experience	Application Form/ Certificates	D
		2.4	Training in relevant learning strategies e.g. Literacy	Application Form/ Certificates	D
		2.5	First Aid Training	Application Form/ Certificates	D
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Foundation Stage curriculum and other basic learning programmes/strategies	Application Form/ Selection Process	E
		3.2	Knowledge of the national curriculum applicable to the school	Application Form/ Selection Process	E
		3.3	Understanding of child development and learning	Application Form/ Selection Process	E
		3.4	Understanding of strategies to support personalised learning and removal of barriers to learning	Application Form/ Selection Process	D

		3.5	Understanding and commitment to Equal Opportunities and how this relates to the duties of the post	Application Form/ Selection Process	E
4.	SKILLS AND ABILITIES	4.1	Ability to assist the classroom teacher in short term planning and to record and monitor students'/learners' learning – specifically for those students/learners subject to the SEN Code of Practice	Application Form/ Selection Process	E
4.2		Ability to relate to and communicate with children/young people and adults from diverse social backgrounds	Application Form/ Selection Process	E	
4.3		Ability to work with children/young people exhibiting behavioural difficulties	Application Form/ Selection Process	E	
4.4		Ability to work as a team member	Application Form/ Selection Process	E	
4.5		Effective use of ICT to support learning	Application Form/ Selection Process	E	
4.6		Use of other relevant equipment e.g. video/copier	Application Form/ Selection Process	D	
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practice and awareness of relevant legislation	Selection Process	D
5.2		Commitment to undertake further training/development	Selection Process	E	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters E and D refer to Essential and Desirable skills and attributes needed for this post. You must have all the E`s on day one to be able to do the role, and you need to have the D`s to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.