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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
|  |  |  |
| Minimum of 3 x GSCEs or equivalent including Grade C in English and Maths  Level 3 relevant qualification | E  D | AF/I  AF/I |
|  |  |  |
| **Experience** |  |  |
|  |  |  |
| Experience of working with children  Experience of working in a relevant education/social care/service environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour  Ability to work to tight deadlines  Ability to prioritise workload | E  E  D  D/E  E  E | AF  AF/T  AF  AF  AF  AF |
|  |  |  |
| **Knowledge/skills/abilities**  Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to relate well to parents/carers  Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  Administrative skills  Ability to make effective use of ICT  Ability to assess children’s development  Flexible attitude to work | E  E  E  E  E  E  E  D  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other**  Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E | I  AF/I |
| **Special Requirements** |  |  |
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