

Please ensure your application includes examples of how you meet the essential criteria.

No.	Area	Essential	Desirable
1	Qualifications and Training		
1.1	To possess GCSE English and Mathematics at Grade A*- C or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent recent experience	✓	
1.2	Good numeracy and literacy skills.	✓	
1.3	Experience of working with relevant age groups within a learning environment.	✓	
1.4	Experience of general clerical/ administrative work.	✓	
1.5	Experience in a relevant discipline.	✓	
1.6	Willingness to undertake appointed person certificate in first aid.		✓
1.7	Level 2 qualification in Teaching and Learning or equivalent recent experience		✓
2	Abilities and Aptitudes		
2.1	Ability to work well as part of a team.	✓	
2.2	An understanding of classroom roles and responsibilities.	✓	
2.3	Able to use basic ICT including computer, audio, video equipment and photocopier.	✓	
2.4	Good keyboard skills and knowledge of relevant ICT packages	✓	
2.5	Knowledge of relevant policies and codes of practice and awareness of relevant legislation.	✓	
2.6	Ability to relate well to children.	✓	
2.7	Ability to relate well to adults.	✓	
2.8	Ability to observe, monitor and provide constructive feedback on pupil's progress.	✓	
2.9	Ability to successfully complete first aid training or any other training associated with the role as required.	✓	
2.10	To be responsible for promoting and safeguarding the welfare of children and young people within the school	✓	
2.11	Experience or working with and/or caring for children within an education setting.		✓
2.12	Experience of working with children who have a special educational need.		✓
3	Personal qualities and attributes	✓	
3.1	Empathy with young people facing barriers to their learning	✓	
3.2	Calmness and patience with young people	✓	
3.3	A commitment to helping young people achieve through education and learning	✓	
3.4	Personal resilience and a sense of humour	✓	
3.5	Flexibility and creativity in thinking and practical work	✓	

3.6	Effective oral and written communication skills.	✓	
4	Other		
4.1	Ability and willingness to identify own training needs and participate in training.	✓	
4.2	Committed to working within the school's policies and procedures and adhering to safe working practices.	✓	
4.3	Flexible in approach and able to meet the changing demands of the role.	✓	
4.4	Ability to attend meetings out of school hours	✓	