

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience in working with parents and children to support the personal and learning development of children gained in a multi cultural context.	1,2		
	Demonstrable experience of working with people from a range of agencies and professions	1,2		
Skills/Abilities	Able to work supportively, tactfully and objectively with parents/carers & school staff.	1,2		
	Able to undertake basic assessments of the social care/physical/personal and educational needs of children and families.	1,2		
	Work within policy guidelines and able to exercise judgement as to when referrals to external agencies as necessary.	1,2		
	Able to develop and maintain constructive relationships and communications with agencies, professionals, education providers etc.	1,2		
	Able to maintain accurate & comprehensive records.	1,2		
	Able to work on own initiative with minimum of supervision	1,2		
Competencies	Able to demonstrate: Appropriate motivation to work with young people	1,2		
	ability to form appropriate relationships with young people	1,2		
	emotional resilience in working with challenging behaviours	1,2		
	appropriate attitudes to use of authority and maintaining discipline.	1,2		

Equality Issues	Able to recognise and act upon discrimination Understanding of disability and special educational needs Understanding of cultural and religious issues, which may impact upon childcare and education	1,2 1,2 1,2		
Specialist Knowledge	Able to demonstrate an understanding of child development and of how children learn Understanding of the Children Act and Child Protection procedures including understanding the effects of deprivation and abuse	1,2,4 1,2,4		
Education and Training	Level 3 in social/child development or equivalent	1,2,4	Evidence of continuing professional development	1,2
Other Requirements	Willingness to work outside office hours on an infrequent basis (approximately 4 per month)	1,2	Keyboard skills – able to use word processing & spreadsheet packages Full driving licence	1,2,4

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Tennyson Learning Community policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- 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; and, attitudes to use of authority and maintaining discipline.