

# Person Specification



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

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| <b>Post Title</b>        | EYFS Teaching and Learning Support Assistant |
| <b>Division</b>          | Dorrige Primary School                       |
| <b>Salary Band/Range</b> | Band C                                       |
| <b>Responsible to:</b>   | EYFS Lead / Heads of School                  |

|                                       | <b>Essential Criteria</b>   | <b>Desirable Criteria</b>                            | <b>Measured By</b>       |
|---------------------------------------|---|--|--------------------------|
| <b>Education &amp; Qualifications</b> | <p>Relevant NVQ3 or equivalent qualification in early years childcare/learning/development</p> <p>A commitment to own continuing professional development</p> | Additional recent, relevant professional development | Application Certificates |

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| <b>Skills &amp; Abilities</b> | <p>Effective all-round communicator with good skills in spoken and written English</p> <p>Ability to work independently and as part of a team, supporting colleagues and contributing effectively</p> <p>Flexible, adaptable to change and reliable</p> <p>Commitment to creating a stimulating and effective learning environment</p> <p>Excellent interpersonal skills</p> <p>Ability to manage and organise time and resources effectively</p> | <p>Computer literate</p> <p>Knowledge of Evidence Me assessment tool</p> <p>Ability to support with writing and reviewing individual targets.</p> | Application Interview |
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| <b>Experience &amp; Knowledge</b> | <p>Recent experience of employment or a training placement in a school setting, preferably in EYFS</p> <p>Good understanding of child development</p> <p>Knowledge of the Early Years Foundation Stage and Key Stage 1</p> <p>Knowledge of education policy and legislation and guidance in relation to working with, and the protection of children</p> |  | Application Interview |
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| <b>Core Qualities</b> | <p>Respects and values children</p> <p>Warm, friendly nature, able to establish and maintain good personal relationships</p> <p>Enthusiasm, integrity and honesty</p> <p>Commitment to providing high quality education for all children</p> <p>Commitment to equal opportunities</p> |  | Application Interview |
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| <b>Other Requirements</b> | <p>Commitment to the protection and safeguarding children</p> <p>Commitment to work with the wider community, parents, governors and other schools</p> <p>Commitment to working within organisational procedures and processes in order to meet required standards for the role</p> | A willingness to become involved in, and support, other aspects of the life of the school | Application Interview |
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| <b>Compiled/Reviewed by</b> | MB / RA |
| <b>Date</b>                 | June 25 |