

Person Specification – Early Years Support Assistant Level 3

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of effectively supporting pupils in a learning environment
2	Knowledge of Early Years Curriculum
3	Experience of classroom organisation
4	Experience of administrative and clerical duties in a school or office environment
5	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience
6	GCSE or equivalent English and Maths
7	Support Catholic ethos

Desirable

8	Teaching of Read, Write, Inc/Phonics/knowledge of teaching early reading.
9	Experience of advancing progress of pupils of relevant age within a learning environment
10	Experience of a wide range of interventions used to support pupils e.g. Numicon
11	Paediatric or First Aid Training
12	Experience of working in an Early Years setting

Part B: Assessment Stage

Items on the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Experience in school curriculum. Secure knowledge of the characteristics of learning for children.
2	Able to take an active role in supporting pupil progress and supporting the class teacher in identifying the next steps in learning.
3	Able to produce accurate and up to date records and reports.
4	Able to undertake observations and assessments of pupils including those with special educational needs.
5	Experience of technology to support pupils in the classroom
6	Able to work within and apply all relevant school policies and schemes of work
7	Able to contribute effectively to planning provision
8	Able to manage and work with groups of children effectively
9	Committed to achieving further professional development
10	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people

	<ul style="list-style-type: none"> ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. ▪ able to work in partnership with other agencies
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

Method		Method
Interview	Yes	Interview – Face to face or virtual
Lesson Observation Short planned task to lead with a small group of children	Yes	Structured discussion with pupils

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	DBS (Disclosure and barring Service) Certificate
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)